

County of San Bernardino



Senior Affairs Commission Handbook

Senior Affairs Commission (SAC)

Department of Aging and Adult Services

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ORDINANCE

ORDINANCE NO. _____

**AN ORDINANCE OF THE COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA,
AMENDING CHAPTER 33 OF DIVISION 2 OF TITLE 1 OF THE SAN
BERNARDINO COUNTY CODE, RELATING TO SENIOR AFFAIRS
COMMISSION.**

The Board of Supervisors of the County of San Bernardino, State of California,
ordains as follows:

SECTION 1. Chapter 33 of Division 2 of Title 1 of the San Bernardino County
Code is amended, to read:

Chapter 33.

Senior Affairs Commission

Sections:

- 12.3301 Establishment of Commission.
- 12.3302 Membership of Commission.
- 12.3303 Term of Office.
- 12.3304 Officers.
- 12.3305 Time of Meetings.
- 12.3306 Authority to Regulate Commission Internal Business.
- 12.3307 Compensation of Commissioners.
- 12.3308 Duties of Commission.
- 12.3309 Standing Committees.

12.3301 Establishment of Commission.

There is hereby established a Senior Affairs Commission for the County of San Bernardino and it shall consist of at least sixteen (16) but not more than thirty (30) members who are residents of the County of San Bernardino. Upon the effective date of this Amended Ordinance, the terms of office of all existing members and emeritus positions shall automatically expire and become vacant. New appointments to the Commission shall be filled pursuant to the provisions set forth in section 12.3302 below. The Commission shall reflect the geographic, racial, economic and social complexion of San Bernardino County.

1 **12.3302 Membership of Commission.**

2 (a) APPOINTED MEMBERS. Each supervisor shall appoint two (2)
3 commissioners to represent his/her district. In addition, the Chairman of the Board of
4 Supervisors shall appoint two (2) members-at-large.

5 (b) PROFESSIONAL MEMBERS. At the recommendation of the Director of the
6 Department of Aging, the Board of Supervisors may appoint up to two (2) commissioners
7 having relevant professional experience in fields including but not limited to: gerontology,
8 social work, education, banking, or financial management.

9 (c) REPRESENTATIVE MEMBERS. The chairs of the Regional Council on
10 Aging or a designated member shall serve on the Commission. In the event one (1) or
11 more of the chairs of the Regional Council on Aging is already a member of the
12 Commission, he/she may continue to serve in the position of his/her choice. The Regional
13 Council on Aging shall designate a representative in the event the chair elects to serve on
14 the Commission in another position.

15 In no circumstances will any member occupy more than one (1) seat on the
16 Commission.

17 **12.3303 Term of Office.**

18 (a) APPOINTED MEMBERS. The term of office of appointed members shall be
19 coterminous with the office of the appointing supervisor. The term of office of the
20 appointed members-at-large shall be coterminous with the office of the appointing
21 Chairman of the Board. The initial terms of the appointed members shall be for two (2) or
22 four (4) years as determined by the Board of Supervisors at the time of appointment to
23 allow for staggered terms within each district and for the members-at large.

24 (b) PROFESSIONAL MEMBERS. The term of office for professional members
25 shall be four (4) years.

26 (c) REPRESENTATIVE MEMBERS. The term of office of the representative
27 members shall be coterminous with the term of office for the chairs of the Regional Council
28 on Aging.

1 (d) CONDITIONS OF TERM OF OFFICE.

2 (1) Consecutive Terms.

3 (A) Appointed Members. No appointed commissioner shall serve
4 more than two (2) consecutive terms unless specifically permitted by the Board of
5 Supervisors because of unusual circumstances.

6 (B) Professional Members. No professional member shall serve
7 more than two (2) consecutive terms unless specifically permitted by the Board of
8 Supervisors because of unusual circumstances.

9 (2) Vacancies and Removals. The unexpired term for vacancies on the
10 Commission, from whatever cause, except temporary vacancies as hereinafter provided,
11 shall be filled as follows:

12 (A) Appointed Members. Vacancies shall be filled by the appointing
13 supervisor. Any appointed member may be removed from the Commission prior to the
14 expiration of his/her term at the pleasure of the appointing supervisor.

15 (B) Professional Members. Vacancies may be filled by the Board of
16 Supervisors using recommendations from the Director of the Department of Aging and
17 Adult Services. Any professional member may be removed from the Commission by the
18 Board of Supervisors or by a two-thirds majority vote of the commissioners present at a
19 regularly scheduled meeting of the Commission after having announced such intent at the
20 previous meeting.

21 (C) Representative Members. Any member designated by a chair
22 of the Regional Council on Aging may be removed from the Commission prior to the
23 expiration of his/her term at the pleasure of the appropriate Council on Aging or by a two-
24 thirds vote of the Commission.

25 (3) Temporary Vacancies. A member of the Commission may be granted
26 a leave of absence by the source of the seat and a temporary vacancy shall thereupon
27 exist for a period of such leave of absence.

28 During the period of such temporary vacancy, the supervisor
concerned or the selecting authority may fill such vacancy by a temporary appointment to

1 said Commission, provided, however, that the period of such temporary appointment shall
2 not exceed the period of the regularly appointed term.

3 (4) Automatic Termination of Appointment. The appointment of any
4 member of the Commission who has been absent from three (3) consecutive regular or
5 special meetings, or fifty percent (50%) of such meetings in a twelve (12) month period,
6 and who has failed to notify the Commission, prior to or as soon thereafter as possible,
7 concerning such absence(s), shall automatically terminate as hereinafter set forth.

8 The Director of the Department of Aging and Adult Services shall
9 report the attendance record of each member of said Commission to the Clerk of the
10 Board of Supervisors at the end of each six (6) month period. The first report is to be made
11 on the first day of the sixth month following adoption of this Section. The appointment of
12 any member who was absent without notice, as defined above, as shown on said
13 attendance report, shall be terminated effective the date said report is filed with the Clerk
14 of the Board of Supervisors.

15 The Clerk of the Board of Supervisors shall notify any member whose
16 appointment has automatically terminated and report to the supervisor or the selecting
17 authority concerned that a vacancy exists on said Commission and that an appointment
18 should be made for the unexpired term.

19 **12.3304 Officers.**

20 The Commission shall elect a Chairman, Vice-Chairman, and Secretary from its
21 membership. These officers shall hold office for two (2) years or until their successors are
22 elected, unless their terms as members of the Commission expire sooner. A Nominating
23 Committee composed of three (3) members of the Commission shall be appointed as
24 follows: the Chairman shall appoint the Nominating Committee Chairman in October of
25 each odd numbered calendar year, and the Nominating Committee Chairman shall select
26 the two (2) additional members of the Nominating Committee.

27 The Chairman, Vice-Chairman, and Secretary shall be elected at the Commission's
28 last meeting in December of each odd numbered calendar year, and they shall take office
effective January 1 of each even numbered calendar year.

1 The Chairman shall preside and maintain order and be ex officio officer of all
2 committees except the Nominating Committee. The Vice-Chairman shall preside in the
3 absence of the Chairman.

4 The San Bernardino County Department of Aging and Adult Services shall serve as
5 staff for the Senior Affairs Commission.

6 **12.3305 Time of Meetings.**

7 The Commission shall establish a regular time and place for monthly meetings and
8 shall hold at least one (1) regular meeting each quarter of every year. All meetings of the
9 Commission, including without limitation, regular, adjourned regular and special meetings,
10 shall be called, noticed, held and conducted in accordance with the provisions of the Ralph
11 M. Brown Act (Gov. Code, § 54950 et seq.).

12 **12.3306 Authority to Regulate Commission Internal Business.**

13 The Commission may propose to the Board of Supervisors for their approval any
14 additions or alterations to the rules governing its organization and procedures which are
15 not inconsistent with applicable policies of the County. In the capacity of a Senior Affairs
16 Commission, no member is to speak for the supervisors or espouse policies or positions
17 contrary to those of the Board of Supervisors.

18 One more than fifty percent of the members shall constitute a quorum and the
19 affirmative vote of a simple majority of those present is required to take any action
20 except as otherwise provided herein.

21 The Commission will keep up-to-date minutes and records and see that they are
22 distributed to appropriate County departments, including the Clerk of the Board of
23 Supervisors.

24 **12.3307 Compensation of Commissioners.**

25 Commissioners shall serve without compensation but may be permitted their
26 necessary mileage to attend regular monthly meetings in accordance with the provision of
27 the County Travel Code and other such fees and expenses as may be approved by the
28 Board of Supervisors.

1 **12.3308 Duties of Commission.**

2 In coordination with the Department of Aging and Adult Services and the Human
3 Services System, the duties and powers of the Senior Affairs Commission shall be to:

- 4 (a) Serve as adviser to the Area Agency on Aging;
- 5 (b) Act as an independent advocate for older persons, taking positions on
6 matters pertaining to federal, state and local policies, programs and procedures, and any
7 legislation affecting older persons;
- 8 (c) Actively seek advice from community councils on aging, senior advocacy
9 organizations, local aging commissions, elected officials, and the general public for the
10 purpose of advocating for and making formal presentations on issues of concern to older
11 persons consistent with Section 12.3306;
- 12 (d) Inform local senior advocates and organizations on specific legislation
13 pending before local, state and federal governments;
- 14 (e) Disseminate information of interest and concern to older persons;
- 15 (f) Be actively involved in the development, implementation and monitoring of
16 the area plan;
- 17 (g) Hold public meetings on the area plans with no less than thirty (30) day
18 notification to the general public and the aging constituency regarding dates, time and
19 location. Such notification shall contain understandable descriptions of the Area Agency
20 on Aging and community-level plans in order to promote informed input; and
- 21 (h) Participate in the preparation of an annual report that gives its
22 recommendations to improve the lives of older persons, and a summary of its activities for
23 the previous year. The report shall be made available to the Area Agency on Aging, the
24 California Department on Aging, the California Commission on Aging, and, insofar as
25 resources permit, to all other interested parties that seek a copy of the report.

26 In prescribing the above duties and functions of the Commission, it is not the intent
27 of the Board of Supervisors to duplicate or overlap the functions, duties or responsibilities
28 heretofore or hereafter assigned to any other County Board or Commission or to a County
Department. As to such functions or responsibilities of another Board or Commission or of

1 a Department of the County, the Senior Affairs Commission will render assistance and
2 advice to such Board, Commission or County Department as may be requested.

3 **12.3309 Standing Committees.**

4 Standing committees of the Commission shall be at least the Executive Committee,
5 the Legislative Committee, and the Nutrition Committee. Other committees of the
6 Commission shall be as required to effectively carry out the Commission duties as herein
7 provided.

8 The Executive Committee shall be composed of the Chairman, Vice-Chairman,
9 Secretary, Standing Committee Chairpersons, with the Director of the Department of
10 Aging and Adult Services or his/her designee as advisor.

11 SECTION 2. This ordinance shall take effect thirty (30) days from the date of
12 adoption.

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DENNIS HANSBERGER, Chairman
Board of Supervisors
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1 SIGNED AND CERTIFIED THAT A COPY
2 OF THIS DOCUMENT HAS BEEN DELIVERED
TO THE CHAIRMAN OF THE BOARD

3 J. RENEÉ BASTIAN, Clerk of the
4 Board of Supervisors

5 _____
6 STATE OF CALIFORNIA)
7 COUNTY OF SAN BERNARDINO) ss.

8 I, J. RENEÉ BASTIAN, Clerk of the Board of Supervisors of the County of
9 San Bernardino, State of California, hereby certify that at a regular meeting of the Board of
Supervisors of said County and State, held on the _____ day of _____, 2003, at
10 which meeting were present Supervisors: _____
11 _____

12 and the Clerk, the foregoing ordinance was passed and adopted by the following vote, to
wit:

13 AYES: SUPERVISORS:

14 NOES: SUPERVISORS:

15 ABSENT: SUPERVISORS:

16 IN WITNESS WHEREOF, I have hereunto set my hand and affixed the
17 official seal of the Board of Supervisors this ____ day of _____, 2003.

18 J. RENEÉ BASTIAN, Clerk of the
19 Board of Supervisors of the
20 County of San Bernardino,
State of California

21 _____
22 Deputy

23 Approved as to Form:

24 ALAN K. MARKS, County Counsel

25 By: _____
26 Deputy County Counsel

27 Date: _____
28

1 BOARD OF SUPERVISORS
2 COUNTY OF SAN BERNARDINO

3 SUMMARY OF ORDINANCE NO. _____
4

5 Notice is hereby given that at 10:00 a.m. on Tuesday, _____, 2003, at its
6 regularly scheduled meeting, the San Bernardino County Board of Supervisors adopted an
7 ordinance changing the membership in and miscellaneous aspects of the operation of the
8 Senior Affairs Commission.

9 Ordinance Summary

10 The ordinance changes the membership in and miscellaneous aspects of the
11 operation of the Senior Affairs Commission.

12 A certified copy of the full text of this ordinance is posted for public review in the
13 Office of the Clerk of the Board of Supervisors at 385 North Arrowhead Avenue, 2nd Floor,
14 San Bernardino, California.

15 Voting on the ordinance was as follows:

16 AYES: Supervisors:

17 NOES: Supervisors:

18 ABSENT: Supervisors:
19

20 BOARD OF SUPERVISORS OF THE
21 COUNTY OF SAN BERNARDINO

22
23 DENNIS HANSBERGER, Chairman
24 Board of Supervisors

25 ATTEST:

26
27 J. RENEE BASTIAN,
28 Clerk of the Board of Supervisors

1 BOARD OF SUPERVISORS
2 COUNTY OF SAN BERNARDINO

3
4 **SUMMARY OF PROPOSED ORDINANCE**
5

6 Notice is hereby given that at 10:00 a.m. on Tuesday, _____, 2003, at
7 its regularly scheduled meeting, the San Bernardino County Board of Supervisors will
8 consider adoption of a proposed ordinance changing the membership in and
9 miscellaneous aspects of the operation of the Senior Affairs Commission.

10 Ordinance Summary

11 The proposed ordinance changes the membership in and miscellaneous aspects of
12 the operation of the Senior Affairs Commission.

13 A certified copy of the full text of this ordinance is posted for public review in the
14 Office of the Clerk of the Board of Supervisors at 385 North Arrowhead Avenue, 2nd Floor,
15 San Bernardino, California.
16

17 BOARD OF SUPERVISORS OF THE
18 COUNTY OF SAN BERNARDINO
19

20 DENNIS HANSBERGER, Chairman
21 Board of Supervisors
22

23 ATTEST:
24

25 J. RENÉ BASTIAN,
26 Clerk of the Board of Supervisors
27
28

BYLAWS



SAN BERNARDINO COUNTY
SENIOR AFFAIRS COMMISSION
DEPARTMENT OF AGING AND ADULT SERVICES
PUBLIC SERVICE AREA – 20

SENIOR AFFAIRS COMMISSION BYLAWS

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ARTICLE I.

NAME

The name of this organization shall be the Senior Affairs Commission of San Bernardino County, hereinafter referred in these Bylaws as "SAC" or "Commission."

The San Bernardino County Board of Supervisors established the SAC on July 2, 1973 under Ordinance No. 1827. The applicable provisions relating to the SAC, as amended, are contained in Chapter 33 of Division 2 of Title 1 of the San Bernardino County Code ("County Code"), Sections 12.3301 through 12.3309.

ARTICLE II.

MANDATE

The SAC, mandated as an integral part of the Area Agency on Aging, advises and provides information to the County of San Bernardino Board of Supervisors and the Area Agency on Aging, hereinafter referred to as Department of Aging and Adult Services. The term Department of Aging and Adult Services ("DAAS"), as used in these Bylaws, shall be synonymous with the definition of Area Agency on Aging as used in federal and state mandates.

ARTICLE III.

RESPONSIBILITIES

The SAC shall have the following responsibilities:

- (a) Serve as adviser to the Area Agency on Aging;
- (b) Act as an independent advocate for older persons, taking positions on matters pertaining to federal, state and local policies, programs and procedures, and any legislation affecting older persons;
- (c) Actively seek advice from community councils on aging, senior advocacy organizations, local aging commissions,

elected officials, and the general public for the purpose of advocating for and making formal presentations on issues of concern to older persons consistent with Section 12.3306 of the County Code;

- (d) Inform local senior advocates and organizations on specific legislation pending before local, state and federal governments;
- (e) Disseminate information of interest and concern to older persons;
- (f) Be actively involved in the development, implementation and monitoring of the area plan;
- (g) Hold public meetings on the Area Plans with no less than thirty (30) days notification to the general public and the aging constituency regarding dates, time and location. Such notification shall contain understandable descriptions of the Area Agency on Aging and community-level plans in order to promote informed input; and
- (h) Participate in the preparation of an annual report that gives its recommendations to improve the lives of older persons, and a summary of its activities for the previous year. The report shall be made available to the Area Agency on Aging, the California Department on Aging, the California Commission on Aging, and, insofar as resources permit, to all other interested parties that seek a copy of the report.

ARTICLE IV.

MEMBERSHIP

Section 1.

Membership.

Membership in the SAC shall be in accordance with the applicable provisions of the County Code, and all members shall serve on at least one (1) committee.

- (a) Appointed Members. Each supervisor shall appoint two (2) commissioners to represent his/her district. In addition, the Chairman of the Board of Supervisors shall appoint two (2) members-at-large.
- (b) Professional Members. At the recommendation of the Director of DAAS, the Board of Supervisors may appoint up to two (2) commissioners having relevant professional experience in fields including but not limited to: gerontology, social work, education, banking, or financial management.
- (c) Representative Members. The chairs of the Regional Council on Aging or a designated member shall serve on the Commission. In the event one (1) or more of the chairs of the Regional Council on Aging is already a member of the Commission, he/she may continue to serve in the position of his/her choice. The Regional Council on Aging shall designate a representative in the event the chair elects to serve on the Commission in another position. In no circumstances will any member occupy more than one (1) seat on the Commission.

Section 2. Term of Office.

- (a) Appointed Members. The term of office of appointed members shall be coterminous with the office of the appointing supervisor. The term of office of the appointed members-at-large shall be coterminous with the office of the appointing Chairman of the Board. The initial terms of the appointed members shall be for two (2) or four (4) years as determined by the Board of Supervisors at the time of appointment to allow for staggered terms within each district and for the members-at large.

- (b) Professional Members. The term of office for professional members shall be four (4) years.
- (c) Representative Members. The term of office for representative members shall be coterminous with the term of office for the chairs of the Regional Council on Aging.
- (d) Conditions of Term of Office
 - (1) Consecutive Terms
 - (i) Appointed Members. No appointed commissioner shall serve more than two (2) consecutive terms unless specifically permitted by the Board of Supervisors because of unusual circumstances.
 - (ii) Professional Members. No professional member shall serve more than two (2) consecutive terms unless specifically permitted by the Board of Supervisors because of unusual circumstances.
 - (2) Vacancies and Removals. The unexpired term for vacancies on the Commission, from whatever cause, except temporary vacancies as hereinafter provided, shall be filled as follows:
 - (i) Appointed Members. Vacancies shall be filled by the appointing supervisor. Any appointed member may be removed from the Commission prior to the expiration of his/her term at the pleasure of the appointing supervisor.
 - (ii) Professional Members. Vacancies shall be filled by the Board of Supervisors using recommendations from the Director of DAAS. Any professional member may be removed

from the Commission by the Board of Supervisors or by a two-thirds majority vote of the commissioners present at a regularly scheduled meeting of the Commission after having announced such intent at the previous meeting.

- (iii) Representative Members. Any member designated by a chair of the Regional Council on Aging may be removed from the Commission prior to the expiration of his/her term at the pleasure of the appropriate Council on Aging or by a two thirds vote of the Commission.
- (3) Temporary Vacancies. A member of the Commission may be granted a leave of absence by the source of the seat and a temporary vacancy shall thereupon exist for a period of such leave of absence. During the period of such temporary vacancy, the supervisor concerned or the selecting authority may fill such vacancy by a temporary appointment to said Commission, provided, however, that the period of such temporary appointment shall not exceed the period of the regularly appointed term.
- (4) Automatic Termination of Appointment. The appointment of any member of the Commission who has been absent from three (3) consecutive regular or special meetings, or fifty percent (50%) of such meetings in a twelve (12) month period, and who has failed to notify the Commission, prior to or as soon thereafter as possible, concerning such absence(s), shall automatically terminate as hereinafter set forth. The Director of DAAS shall report the attendance record of each member of said Commission to the Clerk of the Board of Supervisors at the end of each six (6) month period. The first report is to be made on the first day of the

sixth month following adoption of Section 12.3303 of the County Code. The appointment of any member who was absent without notice, as defined above, as shown on said attendance report, shall be terminated effective the date said report is filed with the Clerk of the Board of Supervisors.

5. The Clerk of the Board of Supervisors shall notify any member whose appointment has automatically terminated and report to the supervisor or the selecting authority concerned that a vacancy exists on said Commission and that an appointment should be made for the unexpired term.

ARTICLE V.

CONFLICT OF INTEREST

- (a) Any member of the Commission, who has either a real or perceived financial interest in any issue, agency or organization, shall publicly disclose such interest, and if required, disqualify himself/herself prior to discussions or voting to recommend award of financial contracts.
- (b) When the Senior Affairs Commission takes a position on an issue, no member, in the capacity of a commissioner, shall publicly support a contrary position.

ARTICLE VI.

OFFICERS

- (a) The officers of the Commission shall be a Chair, Vice-Chair, and Secretary.
- (b) Qualifications. Any voting member may be elected to serve as an officer.

- (c) **Terms of Office.** Each officer shall be elected to hold office for a term of two (2) years or until he/she resigns, is removed from office by action of the Commission or his/her successor is elected. No member shall serve more than two (2) consecutive terms in the same office.
- (d) **Removal.** Any elected officer may be removed from office either with or without cause by a two-thirds (2/3's) majority vote of Commission members at a regularly scheduled meeting after notification at a previously scheduled meeting of intent to remove.
- (e) **Resignation.** Any elected officer may resign at any time by giving written notice to the Commission. The resignation shall be presented at the next regularly scheduled meeting of the Commission.
- (f) **Vacancies.** Any vacancy of any office shall be filled by the majority vote of the Commission. In the event of a vacancy in any office other than that of the Chair, such vacancy may be filled temporarily by appointment by the Chair until such time as the Commission shall fill the vacancy.

ARTICLE VII.

ELECTIONS

- (a) The Nominating Committee Chairperson shall be appointed by the Chairperson of the Commission during the month of October of each odd numbered calendar year.
- (b) The Committee shall be composed of three (3) members. The two (2) additional members shall be selected by the Committee Chairperson.
- (c) The slate of officers shall be submitted to the Commission at its regularly scheduled November meeting.

- (d) No member of the committee may be named as a candidate on the slate of officers.
- (e) Prior to placing a Commissioner's name on the slate of officers, the nominating committee shall secure the consent of the proposed nominee.
- (f) Elections will be held in December with officers taking their respective seats effective January 1st of each even numbered calendar year.
- (g) The Chairperson of the Nominating Committee shall conduct the election.
 - (1) Nominations from the floor may be made at the Commission meeting with the consent of the Commissioner being nominated.
 - (2) Elections shall be by ballot unless there is only one (1) candidate for an office, in which case, the vote can be by acclamation with a motion from the floor and duly seconded.

ARTICLE VIII.

MEETINGS

- (a) SAC shall hold regularly scheduled monthly meetings at a time and place designated. Standing committees shall hold regularly scheduled meetings as approved by SAC. All meetings of the Commission, including without limitation, regular, adjourned regular, and special meetings, shall be called, noticed, held, and conducted in accordance with the provisions of the Ralph M. Brown Act (Gov. Code §54950 et seq.).
- (b) Special meetings of the members of SAC, or its committees, may be called by the Chairperson, SAC

Executive Committee or any SAC committee for any purpose at a time and place designated by the Committee Chair or a majority of the Commission in accordance with applicable laws.

ARTICLE IX.

VOTING

- (a) Each voting member present shall be entitled to only one vote on each item requiring a vote. Cumulative voting, proxy voting or absentee ballot voting shall not be permitted.
- (b) One more than fifty percent of the members shall constitute a quorum and the affirmative vote of a simple majority of those present is required to take any action except as otherwise provided herein.
- (c) Restrictions. Commission members shall publicly disqualify themselves if there is a conflict of interest. See Article V.

ARTICLE X.

COMMITTEES

Section 1. Standing Committees.

- (a) Standing committees of SAC shall be:
 - (1) Executive
 - (2) Access
 - (3) Health
 - (4) Housing

- (5) Intergenerational
 - (6) Legislative
 - (7) Nutrition
- (b) Other committees of the Commission shall be established as required to effectively carry out the Commission's duties and responsibilities.
- (c) The Chairperson of a standing committee shall be a commissioner, appointed by the Chairperson of the Commission. The standing committees of SAC shall be composed of commissioners and other members of the public who may be selected, invited or indicate a desire to serve as members. The Chairperson of the Commission shall appoint the Chairperson of each committee. The Chairperson of each standing committee shall, in consultation with the Chairperson of the Commission, select persons other than commissioners, to serve as committee members. The committee may select a Vice-Chairperson and any other officers as deemed necessary. The Commission Chairperson shall sit as an ex-officio member on all committees except the Nominating Committee.

Section 2. The Duties of the Standing Committees.

- (a) Standing committees shall establish a process for developing, reviewing, and advising, the Commission, DAAS and other agencies or organizations on issues within its scope or expertise.
- (b) Standing committees shall provide coordination and leadership in its program area for recommending the development of new projects, improving existing services and identifying problems for the Commission and/or DAAS to address or resolve.

- (c) The agenda for standing committee meetings shall be prepared by the Chairperson, or designee, with the assistance of staff.
- (d) Each standing committee shall give consideration to any matters presented by a member of the committee, or referred to it by the Commission Chairperson, Executive Committee, Director of DAAS or staff.
- (e) The recommendations of the standing committees may be based on a consensus where such exists, or on the presentation of majority and minority points of view. The basis for consensus shall be determined by the committee.

Section 3. Executive Committee.

- (a) The Executive Committee membership shall be as follows:
 - (1) The Chairperson of the Commission shall chair the Executive Committee.
 - (2) The Vice-Chairperson of the Commission.
 - (3) The Secretary of the Commission.
 - (4) Standing Committee Chairpersons.
 - (5) The Director of DAAS, or his/her designee.
- (b) The Duties of the Executive Committee are as follows:
 - (1) To review, revise and approve, prior to distribution the agenda for the SAC meeting;
 - (2) As appropriate, recommend the establishment of committees (ad hoc or standing), by the Commission;

- (3) Serve as the action point (for either final action or recommendation for final action), in the matter of excused/unexcused absences and/or unacceptable behavior by a commissioner; and
 - (4) Deliberate, take action, or make recommendations to the next level of consideration regarding such matters brought before it by the Chairperson, any member of the committee, any commissioner, or the Director of DAAS.
- (c) The Duties of the Chairperson are as follows:
- (1) Preside at meetings of the SAC and Executive Committee, fill vacancies as provided by these Bylaws, appoint committee chairs, serve as the primary communication link with the Director of DAAS and with the Board of Supervisors, and perform other duties as may from time to time be determined by the Commission or as may be required by law;
 - (2) Represent SAC at official functions;
 - (3) Attend national, state and local functions related to SAC interests;
 - (4) Serve as ex-officio member of all committees, except the Nominating Committee;
 - (5) Appoint chairs of all SAC committees and may appoint a parliamentarian;
 - (6) Review and sign all SAC outgoing correspondence;
and
 - (7) Perform other tasks as necessary that are within the purview of SAC.
- (d) The Duties of the Vice-Chairperson are as follows:

- (1) In the absence or incapacity of the Chairperson, the Vice-Chairperson shall perform the duties of the Chairperson, and
 - (2) The Vice-Chairperson shall have other powers and perform such duties as may be required by law, the Chairperson or by the Commission.
- (e) The Duties of the Secretary are as follows:
- (1) Ensure that notices of SAC and SAC committee meetings are properly posted according to applicable laws;
 - (2) Monitor and maintain SAC attendance, and notify the Chairperson of those persons exceeding attendance absence limits, and
 - (3) Perform all duties generally incident to the office of Secretary and such other duties as may be required by law or which may be assigned to him/her by the Chairperson or the Commission.

Section 4. The Budget Committee.

- (a) The Budget Committee shall be a sub-committee of the Executive Committee.
- (1) The Chairperson of SAC shall appoint the members.
 - (2) The duties of the Budget Committee are as follows:
 - (i) Consult with SAC committee chairpersons in order to prepare a budget request for each fiscal year;
 - (ii) Approve or disapprove expenses as indicated by SAC policies; and

- (iii) Verify attendance at SAC meetings as charged for on the mileage form.

Section 5. The Bylaws Committee.

- (a) The Bylaws Committee will be a composite of those commissioners expressing a desire to work on the Bylaws for revising and updating necessary articles and sections.
- (b) The Chairperson of SAC shall serve as Chairperson of the Bylaws Committee. The Director of DAAS or his/her designee will be a member of this committee as an advisor.

ARTICLE XI.

AMENDMENTS

- (a) These Bylaws may be amended at any time by a two-thirds (2/3's) affirmative vote of the members present at a regularly scheduled meeting of SAC, provided such amendments are consistent with the applicable provisions in the County Code.
- (b) Proposed amendments shall be submitted to all members prior to the meeting in accordance with applicable laws.

ARTICLE XII

REPRESENTATION

- (a) A representative of SAC may be appointed by the Chairperson, or selected by a majority of members present, to attend designated functions.
- (b) No member shall use SAC for personal gain; nor shall any member have the authority, or right to send letters,

use the logo or name on personal stationery, or issue or make public statements in the name of SAC without approval.

- (c) When a representative is sent to a specific function where votes are required, the representative shall act in a manner known to be consistent with SAC positions on those issues.
- (d) If a member wishes to speak out on an issue and is not in agreement with the position of SAC, he/she may do so upon stating the opinion is strictly personal and does not reflect that of SAC.

ARTICLE XIII.

REIMBURSEMENT TO COMMISSIONERS

- (a) Commissioners shall serve without compensation but may be permitted their necessary mileage to attend regularly scheduled monthly meetings in accordance with the applicable travel provisions of the County Code and other such fees and expenses as may be approved by the Board of Supervisors, the Budget Committee and the Director of DAAS.
- (b) Request for qualifying expenses shall be provided to the Budget Committee as early as possible for prior approval.
- (c) Reimbursement requests shall be provided to the Budget Committee.
- (d) A copy of the sign-in sheet where appropriate will be provided after each scheduled meeting to the Chairperson of the Budget Committee.

ARTICLE XIV

REVIEW

- (a) Each SAC committee in coordination with assigned staff shall establish the goals and objectives. Goals and objectives once established shall be submitted to the Executive Committee on a quarterly basis.
- (b) SAC, utilizing committee reports, shall submit a report to the Director of DAAS and the Board of Supervisors reflecting the accomplishments of SAC in achieving its goals and objectives during the current year. This report shall be submitted by SAC to the Director of DAAS no later than the last business day of June.
- (c) Each SAC committee chair shall report monthly on committee activities and/or achievements.

ARTICLE XV.

PARLIAMENTARY AUTHORITY

When not in conflict with these Bylaws or any other special rules SAC may adopt; the current edition of Robert's Rules of Order, Newly Revised shall govern.

APPROVED BY SAC ON 17 DECEMBER 2003

Cherie Schroeder

Chairman David W. Wilder

Secretary Cherie Schroeder

POLICIES



San Bernardino County **Senior Affairs Commission (SAC)**

6 May 2003

Policy #03-XX

Meetings

Senior Affairs Commission (SAC):

- SAC meets the third Wednesday of every month in the Department of Aging and Adult Services (DAAS) large conference room.
- Commissioners are required to sign in on the attendance roster [See Policy #01-02.] to provide proof of attendance and to verify any mileage claim for reimbursement.
- A standardized Agenda is followed consisting of:
 - I. Introductions
 - II. Conduct of Meeting
 - III. Approval of Minutes
 - IV. Additions to Agenda
 - V. Old Business
 - VI. New Business
 - VII. General Comments/Announcements
 - VIII. Announcement of Next Meeting
 - IX. Adjournment

Executive Committee:

- The Executive Committee holds regularly scheduled monthly meetings at DAAS or at other times as deemed necessary by the Chair or any committee member thereof.
- The Committee is composed of the following members:
 - SAC Chairperson who chairs the Committee
 - SAC Vice-Chair
 - SAC Secretary
 - Standing Committee Chairs (6)
 - Director of Aging and Adult Services, or Designee

Executive Committee (continued)

- Some of the duties of the Executive Committee include:
 - Setting the Agenda for the SAC meeting.
 - Deliberate, take action, or make recommendations on matters brought before it by any member of the Committee.

Standing Committees

- Standing committees meet on a regularly scheduled monthly basis at DAAS or as called by the chair of the committee.
- The six (6) standing committees are:
 - Access
 - Health
 - Housing
 - Intergenerational
 - Legislative
 - Nutrition
- Some of the duties of a standing committee include:
 - Advise the Commission, DAAS, and other organizations on issues within its scope.
 - Provide leadership and coordination in the establishment of new projects, improvements to existing services, and identification of problem areas that the Commission or DAAS need to address or resolve.

Regional Councils on Aging (RCA's)

- The seven (7) RCA's are:
 - Colorado River
 - East Valley
 - Morongo Basin
 - Mountain
 - North Desert
 - Victor Valley
 - West Valley
- RCA membership is composed of people 60 and older, reside in the communities within the region, and represent the seniors who reside in the region.
- Colorado River RCA meets quarterly for most of the year, but does not meet during the June-August quarter.
- West Valley RCA meets regularly each month, except August and December.
- The remaining other RCA's meet regularly each month, except July and August.
- RCA 's are independent, non-profit corporations and maintain their own bylaws.

Reference: SAC Bylaws, Article IX, Meetings and Article XI, Committees.

MEMBERSHIP

Appointment Roster

Updated as of 9/23/03

SENIOR AFFAIRS COMMISSION

<u>NAME</u>	<u>APPOINTED</u>	<u>TERM ENDING</u>
AT LARGE		
David Wilder	9/23/2003	12/5/2005
Melody J. O'Neil	9/23/2003	12/3/2007
FIRST		
June Milligan	9/23/03	12/03/07
Wilma Carmichael	9/23/05	5/05
SECOND		
Gary Bemis	9/23/03	12/06
Pauline Dean	9/23/03	
THIRD		
Alfred D. Chichester	9/23/03	12/03/07
Robert Burke	9/23/03	12/05/05
FOURTH		
Janis M. Seiler	9/23/03	12/04/06
Maynard Lenhert	9/23/03	3/07/06
FIFTH		
Fred Cordova	9/23/03	12/06/04
Rebecca Martinez	9/23/03	12/06/04

Appointment Roster, Continued

PROFESSIONAL

Rosemary McCaslin	9/23/03	12/05/07
(VACANT)		

REGIONAL COUNCILS ON AGING

APPOINTED

East Valley	Angelina Cordova	9/03
West Valley	Elmer Steeve	9/03
Victor Valley	Esther Wright	9/03
Morongo Basin	Robert Manning	9/03
Colorado River	Carol Terp	9/03
North Desert	Cherie L. Schroeder R.N.	9/03
Mountain	Rolf Rudestam	9/03

Membership Roster

Gary Bemis
10580 Benson Ave
Montclair CA 91763
Home (909)
Mobile Phone: (909) 996-3398
E: garyb@arvi.com

Robert S. Burke
9252 Joshua Lane
Yucca Valley, CA 92284
760-365-1965

Wilma Carmichael **N**
12336 Quartz Dr.
Victorville, CA 92392-8744
760-245-7506
E: jccwwc@ix.netcom.com

Alfred D. Chichester **AC**
2247 Naples Avenue
Mentone CA 92359
909-794-7306
E: ari@analycrehab.com

Angelina, Fred Cordova
190 West "E" Street
Colton, CA 92324
909-825-0470
Fax 909-825-3413
E: GrandpaFc@sbcglobal.net

Pauline Dean
P.O. Box 3213
Rancho Cucamonga, CA 91729
909-989-1071
E: sradvise@aol.com

Maynard Lenhert **HG**
9858 Ramona Ave
Montclair, CA 91763
909-624-1009
E: mblenhert@peoplepc.com

Robert Manning
1616 Old Woman Springs Road
Landers, CA 92285
760-364-2632

Rebecca Martinez
1199 Crescent Circle
Colton, CA 92324
909-825-0158 (Res.)
909-236-8198 (Work)
E: rmart57979@aol.com

Rosemary McCaslin, PhD
2865 Muscupiabe Dr.
San Bernardino, CA 92405
909-882-6678
E: mccasli@csusb.edu

June Milligan **I B**
P.O. Box 1997
Lucerne Valley, CA 92355
760-248-7899
E: mesnard@lucernevalley.net

Melody J. O'Neil
P.O. Box 2583
San Bernardino, CA 92406
909-383-2540 (work)
909-886-3578 (home)

Membership Roster, Continued

Rolf Rudestam **L**
613 Villa Grove Ave
Big Bear Lake, CA 92315
909-585-2012
E: rolfcr@earthlink.net

Cherie L. Schroeder, RN **H**
45655 Raigosa Road
Newberry Springs, CA 92365
760-257-3906
E: kc6lkx@mscomm.com

Janis M. Seiler
2400 Ridgeview Drive
Chino Hills, CA 91709
909-606-3195
909-946-7597
E: Janis.Seiler@lewisop.com

Elmer Steeve
7497 Sierra Linda Court
Rancho Cucamonga, CA 91730
909-989-4896

Carol Terp
P.O. Box 2473
Big River, CA 92242
760-665-8133
E: acterp@redrivernet.com

******David W. Wilder
2367 Mentone Ave
Mentone, CA 92359-9626
909-389-9572
E: kadwilder@msn.com

Esther Wright
15252 Seneca Road, Sp 370
Victorville, CA 92392
760-952-0292
E: mobilemama@uia.net

**** Indicates Elected Officer**

INDICATES COMMITTEE CHAIRS

H – Health

NC –Nutrition

AC – Access

I – Intergenerational

HG- Housing

L – Legislative

B – Budget

Ethics

Definition

Ethics can be viewed and described as standards of conduct. In governmental organizations, ethics is an essential element in providing sound service and accountability to the public.

The amount of Information available on the subject of ethics – written or available electronically through the Internet – is extensive. Therefore, the information contained herein provides an overview of policies adopted by the County of San Bernardino concerning procurement code of ethics and gifts and donations granted to the county. The procurement code of ethics applies directly to county employees. However, agents who conduct county business can also follow these sound practices.

**Procurement
Code of Ethics**

- Recognize that the chief function of local government at all times is to serve the best interests of all the people.
 - Provide officials with facts and advice for making decisions and setting goals.
 - Uphold policies adopted by the Board of Supervisors.
 - Never conduct the public's business for private gain.
 - Never engage in any action where there might be or appear to be a conflict of interest.
 - Never accept directly or indirectly gifts, gratuities, or other thing of value in violation of County policy or State law.
 - Refuse to accept any form of bribery, prevent any appearance of accepting a bribe, and report to proper authorities any such offers.
-

**Gifts and
Donations**

All agents, officials, and officers of the County are responsible for directing any offers of gifts or donations to the County, by individuals or organizations, to the appropriate Department for review.

**Additional
Information**

County of San Bernardino Human Resources has an Ethics Resource Office within the Performance, Education, & Resource Center located at 504 North Mountain Avenue, San Bernardino, CA 92415-0038, telephone: (909) 381-7960.

TRAVEL

Travel by Senior Affairs Commissioners

Overview

Policy

Commissioners serve without compensation. However, they may be permitted reimbursement for necessary mileage or other expenses incurred when travel is for the conduct of business:

- Approved by the Board of Supervisors, the Senior Affairs Commission (SAC) Budget Sub-Committee, or the Director of Aging and Adult Services (hereafter referred to as “the Director”), and
- Upon submission of required reimbursement claims and verification of travel by the SAC Budget Sub-Committee.

Commissioners who use their own personal vehicle for approved travel must comply with driver’s license and vehicle insurance requirements.

A Commissioner’s private insurance company has primary responsibility for liability insurance coverage if the Commissioner is involved in an accident while operating their own personal vehicle.

References: County Ordinance No. 1827, as amended, Section 12.337; SAC Bylaws, Article XIV, County Policy Manual No. 12-08, “County Travel;” and Human Services Administrative Manual, Section 3-2, Travel and Subsistence Reimbursement Policy.

Travel Reimbursement

Policy

To be reimbursed for approved mileage and travel expenses, Commissioners must:

- Obtain necessary prior travel approval from the Board of Supervisors, the SAC Budget Sub-Committee, or the Director, and
- Submit a completed "Travel Expenditures and Claim for Payment" form (hereafter referred to as "Travel Claim"), together with any required **original itemized receipts**, to (1) the SAC Budget Sub-Committee Chair for review and verification and (2) Executive Secretary for approval by the Director. [See **Exhibit A** for sample Travel Claim.]

Items that **are not allowed** and **will not be reimbursed** include but are not limited to the following:

- Alcoholic beverages.
- Personal telephone calls.
- In-room snack services provided (coffee, tea, etc.)
- Snacks, gum, etc.
- Spousal charges.
- Books, magazines, etc.
- Movie charges.
- Taxi service when transportation is provided at no charge.
- Room upgrades.
- Any other personal charges; e.g., meals when already included in business meeting/conference fees.

Submission of Travel Claims

- Travel claims should be submitted on a monthly basis, except if the amount claimed does not exceed \$25.00.
- When possible, travel claims are to be submitted at the time of the regularly scheduled SAC monthly meeting or as soon as possible thereafter **by mail**, Attention: SAC Budget Sub-Committee at DAAS, 686 E. Mill St., San Bernardino, CA 92415-0640.
- Claims for less than \$25.00 can be submitted only if a fiscal year-end cutoff date has been announced by DAAS. (The County's fiscal year begins July 1st and ends on June 30th of the following year.)

Note: Do not combine expenses incurred before June 30 with those incurred on or after July 1. **Separate Travel Claim forms must be used.**

Continued on next page

Travel Reimbursement, Continued

Completion of Travel Claim

The Travel Claim is a two-sided form. The form may be typed or hand-written with a black ink pen. If hand-written, print or write legibly so that entries are understandable and copies are readable.

Complete the following items on the front side of the form, "Travel Expenditures and Claim for Payment":

- Appropriate box to indicate if this is a (1) first claim, (2) name change, (3) new mailing address, or (4) new or changed direct deposit information.
Note: Commissioners may request direct deposit. See the following section "Direct Deposit Program" for instructions on submitting a request for direct deposit.
- Last name, first name, and address. (This is the address where payment warrant is to be mailed.)
- Vendor Code (Asterisk, 1st 3 letters of Last Name, 1st 3 letters of First Name, & last 3 numbers of Social Security Number) (Example for Mary Smith: *SMIMAR123)

Complete the following items on the reverse side of the form, "Detail Support for Travel Claim":

- Phone No.
- For the Month of (Month(s) and year of claim period)
- Occup. Unit ("Senior Affairs Commission")
- Assigned Hdqtrs. (City of Residence)
- In the table blocks for each travel occurrence:
 - When: date, time from, and time to
 - Private Mileage: (Number of miles claimed for date of travel)
 - Where: City of Destination
 - Why: Purpose (Examples: SAC meeting, MDT conference, or Senior Health Fair)
 - Meals, lodging and other expenses: If applicable, include amount and expense item. **Note:** Administrative expenses (printing, postage) may be included here.
- **Total Miles This Claim**: Add travel mileage for claim period, multiply by the IRS allowable rate, or current County allowable rate (\$0.36), whichever is greater, and extend total to "\$_____".
- **Sub Total**: Insert Mileage Amount and Expenses
- **Less Advance**: If applicable, insert advance amount.
- **Total**: Bring down and insert Mileage Amount and Expenses, after deducting advance, if applicable, and insert totals of both in "Total Claim."

Sign travel claim where indicated (Claimant) and insert date of signature.

Continued on next page

Travel Reimbursement, Continued

Direct Deposit Program

- Commissioners may request that their travel claim reimbursement be deposited directly to their checking account via electronic funds transfer (EFT).
 - Commissioners requesting direct deposit must have an e-mail address; **an e-mail address is mandatory.**
 - The same information as is currently printed on the check stub will be e-mailed to the Internet address designated by the Commissioner.
Note: E-mailed payment information will be sent out separately from the electronic payment, and, in most instances, will arrive from 1-3 days ahead of the direct deposit.
 - Payments should never be marked RUSH or PRIORITY.
 - Commissioners may complete the “FAS Vendor Director Deposit Agreement” (See **Exhibit B** for copy of form.), sign it, and return it to the Auditor/Controller at the address indicated on the form.
 - Initial setup may not be immediate; some payments may still be sent by check.
 - Commissioners whose banking information changes must notify the Auditor/Controller immediately or payments will be sent to the wrong account.
 - Submit a revised “FAS Vendor Direct Deposit Agreement” for amendments to or cancellation of an existing agreement.
-

Out-of-State Travel

Policy

- Out-of-state travel for the purpose of conducting business related to a Commissioner's role as a member of SAC requires prior approval by the Board of Supervisors.
- Board of Supervisors approval is not required when the trip outside California is within 20 miles of the California border or travel through a location anywhere in the adjacent state as a means of arriving at a location within California.
- Out-of-state travel shall be at the least expensive cost available.

Continued on next page

Out-of-State Travel, Continued

Procedure

- All requests for out-of-state travel must:
 - Be submitted through appropriate approval channels – SAC Budget Sub-Committee, the Director, and the Board of Supervisors – at least 20 days prior to the date of travel to attend training, conferences, or seminars.
 - Include the following documentation:
 - “Travel Request to the Board of Supervisors.” (Form 16-1764-000) [See **Exhibit C** for sample Travel Request.]
 - Board of Supervisors Agenda Item. [See **Exhibit D** for sample Agenda item.]
- Commissioner provides the Executive Secretary for the Director with travel details, including travel dates, destination, purpose, costs, and any extraordinary expenses; e.g., travel site is an unusually high-cost area.
- Executive Secretary completes the Travel Request for the Director’s signature and approval of the Assistant County Administrator, Human Services System.
- Department of Aging and Adult Services (DAAS) staff assists in the completion of the Board Agenda Item, submits through appropriate approval channels, and coordinates placement on the Board of Supervisors’ Agenda for final approval.
- Executive Secretary notifies Commissioner when travel has been approved by the Board, sends approved Travel Request to DAAS Administration Fiscal Unit, and finalizes travel arrangements.
- To obtain reimbursement for approved expenses upon completion of travel, Commissioners must submit the following items to (1) the Executive Secretary, or designated DAAS staff, for approval by the Director, and (2) if necessary, to the SAC Budget Sub-Committee Chair for review and verification:
 - A completed Travel Claim, and
 - **Original itemized receipts** for conference registration fees, all lodging, and any meals, which are not included in the registration fee.

Reference: Human Services Administrative Manual, Section 3-1, Out-of-State Travel Policy and Section 3-2, Travel and Subsistence Reimbursement Policy.

W-9, Request for Taxpayer Identification Number (TIN) and Certification

Policy

- Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you.
- IRS uses the TIN for identification purposes and to help verify the accuracy of your tax return.
- You must provide your TIN whether or not you are required to file a tax return. If you do not provide your TIN, payers must generally withhold 30% of taxable interest, dividend, and certain other payments; and certain penalties may also apply.

W-9 Term Explanations

- TIN – For individuals, this is your social security number (SSN).
- Requester of W-9 – For Commissioners, this is the County of San Bernardino, Department of Aging and Adult Services.
- Purpose of W-9 – (1) Certify that the TIN you give is correct; (2) certify that you are not subject to backup withholding; or (3) claim exemption from backup withholding if you are a U.S. exempt payee.
- Backup Withholding – Persons, or entities, making certain payments must under certain conditions withhold and pay the IRS a percentage of such payments. Examples of payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transaction, rents, royalties, and non-employee pay.
Note: You will **not** be subject to backup withholding on payments you receive if you:
 1. Give the requester your correct TIN;
 2. Make the proper certifications [**“Part II Certification”** on the W-9].
 3. Report all your taxable interest and dividends on your tax return.

Completion of Form W-9

- Commissioners are required to complete a Form W-9. The form may be obtained from the Director’s Executive Secretary.
 - The form is self-explanatory. (See **Exhibit E** for a copy of the form.)
 - Submit completed W-9 to the Director’s Executive Secretary. **Do not** send the form to the IRS.
-



County of San Bernardino

F A S

TRAVEL EXPENDITURES AND CLAIM FOR PAYMENT

Exhibit A

DOCUMENT ID:

PV

TRANS

DEPT.

PV NUMBER

☒ First Claim (Check this box only once - the first time a travel claim is submitted since original hire date.)

☐ Name Change (Update with Payroll Clerk first.)

☐ New Mailing Address

☐ New or Changed Direct Deposit Information (Attach completed FAS Employee Direct Deposit Agreement)

SAMPLE

EMPLOYEE NAME SMITH , MARY
Last Name First Name
ADDRESS 1234 Main Street
Anywhere CA 92415
City State Zip Code

ACR USE ONLY

COMMENTS:

(24)

(24)

(24)

(24)

VENDOR CODE (Asterisk, 1st 3 letters of Last Name, 1st 3 letters of First Name, & last 3 numbers of Social Security Number)	DOCUMENT TOTAL
*SMIMAR123	\$

LN NO	FUND	DEPT	ORGANIZATION	APPR	OBJECT	ACTIVITY	GRC/PROJ/JOB	AMOUNT
0 1								
0 2								
0 3								
0 4								
0 5								
0 6								
0 7								
0 8								
0 9								
1 0								
1 1								
1 2								

DETAIL SUPPORT FOR THE EXPENSES HEREON CLAIMED ARE ON THE REVERSE SIDE OF THIS FORM

Department Contact _____ Mail Code _____ Telephone _____

I hereby certify that I have examined the facts of the transaction hereon set forth as evidenced by the information hereon and the documents attached hereto. All verifications, certifications, and checking of computations required by County Charter and Government Codes have been complied with and this claim in the total amount shown is hereby approved for payment.

COUNTY AUDITOR/CONTROLLER

By _____ Date ____ / ____ / ____

DETAIL SUPPORT FOR TRAVEL CLAIM

TO BE COMPLETED BY EMPLOYEEEmployee No. _____ Phone No. **(760) 843-9999** For the Month of **April 2003**

Occup. Unit	Senior Affairs Commission
-------------	----------------------------------

Assigned Hdqtrs. Anywhere
(City)

[illegible]

TOTAL MILES THIS CLAIM:	144	0.3600	¢	=	\$	51.84
--------------------------------	------------	---------------	----------	----------	-----------	--------------

SUB TOTAL

LESS ADVANCE

TOTAL

	MILEAGE AMOUNT	EXPENSES	
	\$ 51.84	\$	
E			TOTAL CLAIM
	\$ 51.84	\$	\$ 51.84

I, the undersigned, declare under penalty of perjury that the expenses hereon claimed were necessary in attending to County Business in conformity with the policies established by the Board of Supervisors, and that no part thereof has been previously paid. In claiming reimbursement for private auto mileage, I hereby certify that I have a valid California Driver's License and that I carry vehicle liability insurance as required by the County.

Signed _____
Claimant Mail Code

_____ / ____ / ____
Date

Approved _____
Authorized Signer (Print and Sign)



County of San Bernardino
FAS VENDOR DIRECT DEPOSIT AGREEMENT

CHECK ONE: ☐ New ☐ Amended ☐ Cancel

E-mail Address(es) (MANDATORY)

REMITTANCE ADDRESS

Name		
Address Line 1		
Address Line 2		
City	State	Zip
Federal Tax ID/ Social Security #		

CHECKING ACCOUNT INFORMATION

Bank Name		Acct Name (as on stmt)	
Bank Address1			
Bank Address2			
City		State	Zip
ABA (Routing #)		Account Number	

Contact Name

Telephone

()

TAPE VOIDED CHECK
HERE

I am authorized by the organization listed above to approve deposits (credits) and/or corrections to the previous credits to the organization's account listed above. I hereby authorize the County of San Bernardino to initiate deposits (credits) and/or corrections to the previous credits to the financial institution indicated herein. The financial institution is authorized to credit and/or correct the amounts to this organization's account. This authority will remain in full force and effect until the County has received written notification from our organization in the form of a new Agreement, canceling this Agreement in such time and such manner as to afford the County and the depositor a reasonable opportunity to act on it. **(No mark outs or alterations to this paragraph will be accepted.)**

Name (Print)	Title	Telephone ()
Signature	Company	Date

Vendor Code

Mail to: Auditor/Controller-Recorder
 Accounts Payable Section
 222 West Hospitality Lane
 San Bernardino, CA 92415-0018

Office Use Only

Reviewed By	Date	Keyed By	Date
--------------------	-------------	-----------------	-------------

SUBMIT ALL COPIES TO
COUNTY ADMINISTRATIVE OFFICE

County of San Bernardino

TRAVEL REQUEST
To the Board of Supervisors

EXHIBIT C

DISTRIBUTION AFTER
BOARD ACTION
White - Clerk to the Board
Canary - Auditor-Controller
Pink - Department
Goldenrod - Employee's
Traveling Copy

_____ requests in accordance with the Travel Code:

- Department*
- ☐ Authorization for travel on official County business.
☐ Ratification of travel on official County business.
☐ Consent to absence of County Officer from State of California for more than _____ days on private business.

PERSONS TRAVELING: List names and titles:

TRAVEL DATES, inclusive _____

DESTINATION _____

PURPOSE: (Attach any items that will support this request.)

Mode of transportation: ☐ Aircraft ☐ Railroad ☐ Bus ☐ County Car ☐ Private Car

Other expenses anticipated: ☐ Meals: Number _____ ☐ Hotel or Motel: Number of Nights _____

EXTRAORDINARY EXPENSES: Complete this section only if the request exceeds the basic allowances in the Travel Code.

☐ Cost of meals \$ _____ \$ _____ \$ _____
Breakfast Lunch Dinner

☐ Cost of lodging (single) \$ _____

☐ Other (explain) _____
 _____ Cost \$ _____

Reason for extraordinary expenses _____

Dated: _____ *Department Head*

Agency Head

The above request is: ☐ Approved ☐ Approved as Amended ☐ Denied
 Extraordinary expenses: ☐ Approved ☐ Approved as Amended ☐ Denied
 Amendments:

BOARD OF SUPERVISORS

Dated: _____ By: _____

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

[Insert Date of Board Hearing]

FROM: MARY R. SAWICKI, Director

Department of Aging and Adult Services

**SUBJECT: SAN BERNARDINO COUNTY SENIOR AFFAIRS COMMISSION -
AUTHORIZATION FOR OUT-OF-STATE TRAVEL**

RECOMMENDATION: Authorize travel request for Senior Affairs Commissioner [name] to attend [insert title of function, conference, etc.] from [insert dates], in [insert location – City and State].

BACKGROUND: The Senior Affairs Commission (SAC) is an organization that serves as an advisory board to the Department of Aging and Adult Services, as well as other County organizations, on issues impacting the elderly and persons with disabilities. Commissioner [name] has been a member of SAC since [insert date] and serves as Chair of SAC's [insert name of Committee, if applicable]. **[Include any other information to support request for Commissioner's attendance. May also include information on sponsor(s) of event; e.g., if AARP event, could give brief background on AARP.]** The conference goal **[briefly list goal of the conference, seminar, etc.]** Information presented at the conference will provide SAC and the Department with **[include what information will be provided. For example: innovative program models, including planning, development, implementation, and evaluation.]**

REVIEW BY OTHERS: This action was approved by the SAC Executive Board on [insert date], and reviewed by County Counsel (Phebe W. Chu) on [insert date], and the County Administrative Office (Gary Morris) on [insert date].

FINANCIAL IMPACT: The total estimated cost is [insert total cost]. Expected expenditures will include conference registration [insert amount]; air travel [insert amount]; ground transportation (airport shuttle and taxi) [insert amount]; lodging [insert amount]; and meals [insert amount]. All expenditures incurred will be reimbursed out of the Senior Affairs Commission annual budget.

SUPERVISORIAL DISTRICTS: [Insert Commissioner's District]

PRESENTER: Mary R. Sawicki, Director, Aging and Adult Services

Request for Taxpayer Identification Number and Certification

EXHIBIT E

Give form to the
requester. Do not
send to the IRS.

Print type specific instructions on page 2	Name	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ _____	Exempt from backup withholding
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Social security number								
or								

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number								

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), **and**
2. I am not subject to backup withholding because: **(a)** I am exempt from backup withholding, or **(b)** I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or **(c)** the IRS has notified me that I am no longer subject to backup withholding, **and**
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item **2** above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item **2** does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement account (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

**Sign
Here**

Signature of
U.S. person ▶

Date ▶

Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see **Pub. 515**, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a **saving clause**. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**DAAS
MISSION –
GOALS-
OBJECTIVES**

Department of Aging and Adult Services

Mission – Goals - Objectives

Mission

Providing services to seniors and at-risk individuals to maintain or improve choice, independence and quality of life, ensuring that seniors and adults with disabilities have the right to age in place in the least restrictive environment.

Area Plan – Goals and Objectives

The department's Area Plan outlines specific goals in the following areas:

- Health Care
- Housing
- Food and Nutrition
- Community-based Services
- Intergenerational Activities
- Access
- Ombudsman Services
- Legislative Advocacy
- Family Caregiver Support Program

These goals and objectives are updated on a quarterly basis, as projects are completed or new projects added.

See Section 8 of this Handbook for the Area Plan Update.

Continued on next page

Mission – Goals - Objectives, Continued

Department Goals

- Create an environment that enhances the quality of services.
 - Maximize and encourage the use of volunteer support staff.
 - Establish linkages with local colleges and universities schools of social work and human services to provide additional human resources, expertise, consultation, training and education, and technical assistance.
 - Seek alternative funding sources on behalf of older and dependent adults for the enhancement of programs and development of innovative approaches.
 - Develop mutually beneficial partnerships with other agencies and the communities.
 - Empower clients and their care providers to live a quality life-style, through promotion of client independence, self-sufficiency and self-direction.
 - Assess the needs of elder and dependent adults and predict emerging trends for strategic planning.
 - Empower staff to deliver high quality services.
 - Sponsor and support legislation that expands quality services to elder and dependent adults.
 - Remove barriers that prevent client access to DAAS or other community programs; maintain an active advocacy role on behalf of clients.
 - Promote an integrated and universal intake system for the county's numerous elder and dependent adult programs.
 - Serve through client-centered approaches, a wide range of individuals according to their functional abilities.
 - Delay the placement of the elder and dependent adults into out-of-home care by helping them obtain expeditiously the least restrictive, most cost-effective level of care.
 - Develop a community-based treatment plan to monitor client progress in community placements.
 - Develop a system for obtaining staff input on service delivery issues.
 - Place under its jurisdiction other County programs that serve elder and dependent adults.
-

Customer Service Complaints

Background

The Department of Aging and Adult Services (DAAS) has a formal complaint process that is utilized by DAAS employees to document a complaint by department staff or a client about a vendor. The document used by employees is the on-line Vendor Complaint Form (DAAS VEND 1).

Vendor complaints are maintained in contract files and are reviewed and utilized by department staff during the processes of procurement, award, and monitoring to determine contract compliance and recommendations for award.

Handling Customer Complaints

There may be instances when a Senior Affairs Commissioner is made aware of a service problem or issue with a vendor either through personal observation or comments made by another person. In such instances, the following table outlines the steps a Commissioner is to follow:

Step	Action
1	Is the person making the comments a client of DAAS?
	If yes,
	Inform the individual that vendor complaints should be brought to the attention of their case manager for handling.
	If not,
	Proceed to step two.
2	Is the situation of such seriousness that it warrants completion of a Vendor Complaint Form? For example, is the problem a health or safety issue?
	If not,
	Bring the situation to the attention of vendor staff for appropriate handling.
	If yes,
	Complete a Vendor Complaint Form, which may be obtained from the DAAS receptionist.
3	Submit the completed Vendor Complaint Form to the DAAS Administration Supervising Program Specialist (SAS) who will assign staff to resolve the problem. If the problem is fiscal in nature, the SAS will coordinate with the Administrative Supervisor II for appropriate assignment and handling.

MANDATES

Mandates

Federal

Older Americans Act (OAA)

-
- Signed into law by President Lyndon B. Johnson on July 14, 1965.
 - Created the Administration on Aging.
 - Authorized grants to States for community planning and services programs, as well as for research, demonstration and training projects in the field of aging.
 - Added grants, by amendments to the Act, to Area Agencies on Aging for local needs identification, planning, and funding of services, including but not limited to:
 - Nutrition programs in the community as well as for those who are homebound;
 - Programs which serve Native American elders;
 - Services targeted at low-income minority elders;
 - Health promotion and disease prevention activities;
 - In-home services for frail elders, and
 - Services that protect the rights of older persons such as the Long-Term Care Ombudsman Program.
 - OAA Amendments of 2000 extend programs through FY 2005.
 - Amendments of 2000 also established the National Family Caregiver Support Program.

To access the OAA on the Internet, visit this web address:

<http://www4.law.cornell.edu/uscode/42/ch35.html>

State

Older Californians Act (OCA)

- The Mello-Granlund Older Californians Act reflects the policy mandates and directives of the Older Americans Act of 1965, as amended, and sets forth the state's commitment to its older population and other populations served by the programs administered by the California Department of Aging.
- OCA and its mandates can be found in the Welfare and Institutions Code (WIC), Division 8.5, sections 9000 through 9757.5.
- To access the OCA on the Internet, visit this web address:
<http://www.leginfo.ca.gov/calaw.html>

Click the box next to "Welfare and Institutions Code" and click on the "Search" button. This will take you to the entire Code. Scroll down to Division 8.5, Mello-Granlund Older Californians Act. Division 8.5 is listed by chapters and sections. To access any section, click on the section numbers in blue on the right.

- WIC Section 9400 (c) specifically mentions advisory councils, stating:
Each area agency on aging shall maintain a professional staff that is supplemented by volunteers, governed by a board of directors or elected officials, and whose activities are review by an advisory council consisting primarily of older individuals from the community.
 - Further, WIC Section 9402 states:
The Legislature hereby declares and recognizes each area agency on aging advisory council as a principal advocate body on behalf of older individuals within a planning and service area. Area agency on aging advisory councils shall operate in conformance with applicable federal requirements. The local advisory councils shall meet regularly and provide advice and consultation on issues affecting the provision of services provided locally to older individuals.
-

County

Policy

Policy No. 01-12, "County Boards, Commissions and Committees," of the County of San Bernardino Policy Manual sets forth the following:

- The Board of Supervisors (hereinafter referred to as the Board) establishes local advisory and regulatory boards, commissions and committees for the purpose of assisting in the effectiveness of County government and services.
- The Board will consider for appointment all persons willing to serve and whose interests, background, experience, perspective and talents may significantly contribute to the purpose of these various commissions.

Continued on next page

County, Continued

Policy Amplification

Highlights of this policy include the following:

Scope of Policy

- Pertains to Commissions established and appointed by the Board and Board appointments made to other State and local advisory bodies.
- Conduct of all Commission affairs shall be in accordance with this policy unless otherwise prescribed by Federal or State statute, County Code or specific Board action.
- Each Commission shall have assigned a County organization to act as “Liaison Agency” for that Commission in connection with its affairs. The Liaison Agency shall, where practical, assign a specific County employee to act as “Liaison Officer” for the Commission.

Establishment of Commissions

- Unless otherwise prescribed by Federal or State statute, County Code or ordinance, the responsibilities of a Commission shall be to provide the Board advice on matters pertaining to the purpose of the Commission.
- The responsibilities of a Commission shall not be amended, changed, or redirected without specific approval of the Board.

Roles of Commissions

- Specifically Requested Advice – Responsibility to publicly review and discuss those matters they have been requested to review and comment upon by the Board or the appropriate Group or Department.
- Advice Subject to Review – All resolutions, motions or other comments made by advisory commissions are subject to substantive intervening review by the appropriate Group or Department prior to any Board action.
- Limited Advisory Function – Commissions are not authorized to sign contracts, disburse funds, implement programs, employ or consider any personnel matter or act in any other capacity that involves the direct management or operation of a program.

Terms of Appointment

- The provisions in this section pertain only to commissions established by the Board.
- Conditions of term of office for all Senior Affairs Commissioners are contained in the County Ordinance, as amended, pertaining to the Senior Affairs Commission.

Continued on next page

County, Continued

Policy Amplification, continued

Qualifications for Appointment

- Specific qualifications are available at the office of the Clerk of the Board and San Bernardino County libraries.

Standards of Ethics and Conduct

- The Liaison Agency shall inform commission members of all applicable conflict of interest statutes, ordinances and policies.
- Appointees shall not use their position as a Commissioner to speak publicly against established positions of the Board without approval of the Board.
- No Commissioner shall profit by County contracts or purchase agreements related to commission activities while a Commission member.

Commission Lists and Records

- The Clerk of the Board maintains listings of all commissions and provides these to the Board, appropriate Group or Department, and County libraries.
- Each commission shall keep current up-to-date minute records on file and distribute copies to the appropriate Supervisors, Liaison Agency and others as requested in accordance with the provisions of the California Public Records Act.
- Financial records, if appropriate, shall be made available to the County Auditor-Controller.

Functions of Liaison Agency

- Reviews and makes recommendations as to the continuation and/or role of the commission pursuant to Policy 01-12.
- Provides guidance to the commission as to its responsibilities and adherence to County Policy, and where practical assigns a specific County employee to act as "Liaison Officer" for the commission.
- Reports immediately to the Clerk of the Board any unscheduled vacancy.
- Determines the conflict of interest statutes, ordinances and policies applicable to its commission members (by consultation with County Counsel as necessary) and advises commission members.

Reduction of Commissions Review

- The Board and Liaison Agency will review, as an ongoing program, the commissions of each geographic area and of each community to determine the feasibility of reducing the number of commissions to fewer numbers and to fewer overlapping jurisdictions and territories of concern.

Continued on next page

County, Continued

Policy Amplification, continued

Insurance Coverage Provided

- A Commission appointee is considered a volunteer and, as such, is covered under the County's self-insured, self-administered Workers' Compensation program if injured while performing authorized appointee tasks.
- If the authorized action of an appointee, while serving, results in a claim against the County or a lawsuit against the County or the appointee, the County will provide a defense and pay any/all settlements or judgments provided the claim arises out of the appointee's acts within the scope of his/her official duties, the appointee requests such representation, and the appointee cooperates in the defense of the action.
- The County may not cover punitive or willful or intentional malice damages.
- Appointees authorized to drive a personal vehicle on County business must provide proof of a valid California Driver's License and the state minimum required vehicle liability insurance to the appropriate County department. [Department of Aging and Adult Services]
- If, while driving a personal vehicle on appointed tasks, a volunteer is involved in a vehicle accident, primary liability is to be provided by the appointee's personal vehicle liability insurance company.

County Ordinance, as amended, pertaining to the Senior Affairs Commission, contains information on the following topics, as well as other subject matter:

- Membership of Commission
 - Compensation of Commissioners
 - Time of Meetings
-

AREA PLAN

San Bernardino County Area Agency on Aging
Planning and Service Area (PSA) 20

2003-2004 Area Plan Update



Human Services System
Adult and Aging Services
686 E. Mill Street
San Bernardino, CA 92415-0640
909-891-3900

June 2003

Preface

The Area Agency on Aging (AAA) is responsible for addressing a broad spectrum of issues affecting older individuals, adults with disabilities, and their families and caregivers. This FY 2003-2004 Area Plan Update (based on Area Plan 2001-2005) describes our collaborative efforts in developing home and community-based systems of care. Further, this Update describes additional objectives developed by our staff and the Senior Affairs Commission.

The 2001-2005 Area Plan, as well as this Area Plan Update, are developed with the goals of the Older Californians Act which reiterates federal requirements to facilitate development of home and community-based systems of care and adds increased responsibility for the AAA to provide local oversight to a myriad of federal and state-funded programs previously managed at the state level.

It is predicted by the year 2030, those 60 and older will more than double to 85 million, while those 85+ will triple to 8 million. At the same time, the number of minority elderly will increase far more rapidly than the general population. The minority elderly tend to have shorter life expectancies and more serious health problems at younger ages than do white Americans.

Of the 196,000 citizens over the age of 60 in San Bernardino County, 11,822 are estimated to be low-income minorities and another 18,903 are estimated to be living in rural settings. These demographics add to the challenges of serving our clients.

While a great deal of progress has been made in the Area Agency on Aging (AAA) in establishing community-based service systems, many communities do not yet have the range of programs needed, and some report that they have waiting lists for services. Meeting the needs of older Americans goes far beyond the efforts of local government and the AAA's. Meeting the older Americans needs requires the talents and commitment of active older people and a range of groups and organizations. The AAA's are encouraging groups to adopt agendas and assist their local affiliates in developing a variety of approaches that can assist vulnerable older persons.

Introduction

San Bernardino County's Department of Aging and Adult Services (DAAS) is a department of San Bernardino County's Human Services Systems. Our Director of Adult and Aging Services also serves as the designated AAA Director. We provide assistance to frail elderly adults and adults with disabilities over the age of 18. Services are provided by Aging and Adult Services staff in conjunction with contracts with community based organizations.

In addition to the services provided by the Area on Agency on Agency (e.g. Linkages Program, Multipurpose Senior Services Program (MSSP), Family Caregiver Support Services, and Information and Assistance, we also provide:

- In-Home Support Services (IHSS), which provides services to eligible elderly and younger adults and children with disabilities who need assistance to live in their own homes.
- Adult Protective Services (APS), which receives reports of elderly and dependent adult abuse and provides social work investigation and follow-up case management.

Narrative of relevant changes

The aging of America presents many challenges, but it also offers many opportunities. Older Americans represent a great reservoir of talent, experience, and knowledge which can and is being used to better their local, county and State communities. Like other AAA's, PSA 20 is working to tap the rich resource of older Americans (e.g. professional skills, leadership, outreach, educational skills, etc.).

How do we respond to economic trials, uncertain State budgets, decreased staffing levels and age shift in the population commonly referred to as the "Graying of America"? It will depend to a large degree on how successful we are in assembling our resources and directing them toward developing a comprehensive system of care. A system that provides a wide range of services to seniors in need while ensuring choice, independence and quality, which are imperative if we are to move progressively in the coming years.

San Bernardino is the largest county in geographic size in California, extending to the Nevada border in Southern California, and home to Death Valley. In 2000, the median age was 3 years younger than California. One of every 11 people was 65 years or older, and one in 100 was 85 or older. One in five adults were 65+ or disabled.

In the last decade, San Bernardino County's total population grew at a faster pace than California, as did those 65+, but the growth of those 85+ was similar to California. In San Bernardino County one in every six people was eligible for Medi-Cal. One in every 71 persons in the county was 65+ and on Medi-Cal.

San Bernardino is one of 12 counties that provide Medi-Cal managed care services through the Two-Plan model, offering a choice between two health plans for families with children and others.

Despite reduction in administrative staff, this has been a year of great strides for DAAS.

- DAAS now has a full-time nutritionist on staff that has made tremendous progress in assisting our nine current nutrition providers

meet Recommended Daily Allowances, meet food handling guidelines and reduce overall costs.

- Objective 2.2 was completed by development and utilization of a Needs Assessment to determine the medication problems of the elderly and disabled was designed, and conducted by the Senior Affairs Commission Health Committee.
- The due date for Objective 6.0 was changed to December 30, 2003 due to loss of staff and replacement of the Area Planner.
- Objectives 3.2 and 3.3 are partially completed with all local apartment rental housing information being entered into the San Bernardino County Health and Human Services System Intranet/Internet based Resource Directory.
- Objective 5.2 was deleted due to the position of Program Specialist being assigned to the Program Development Unit.
- Objective 7.2 was completed by the Nutrition Efficiency Committee (NEC), made up of DAAS staff, Board of Supervisors staff, Nutrition Providers and several Senior Affairs Commissioners, making several recommendations. These included utilizing a program available at California State University San Bernardino (CSUSB) which utilized a grant database. One nutrition provider has utilized this resource as well as a philanthropic publication which provides notable grant opportunities.
- Objective 7.4 was completed by a cost-benefit analysis, which outlined specific impacts to the three largest nutrition providers. This cost-benefit analysis provided specific information for conversion to a frozen meal instead of a hot daily delivered alternative. Three of the largest nutrition providers have proposed conversion plans for their homebound meal programs.
- Objective 8.41 was completed by a Request for Proposal and the awarding of purchase orders and contracts to vendors to provide services in the Linkages program.

- Objectives 8.5 and 8.51 were completed by the expansion of the Senior Companion Program into the Morongo Basin. The total companions enrolled are 20. Together, they provide 19,000 hours of companion services.
- Objective 8.81 was completed by all Linkages clients being entered into the Department's client tracking system, allowing demographics and service data to be reported electronically to State.
- Objective 8.101 was deleted because the Senior Employment Program (SEP) program opted to participate in four (4) Regional Job Fairs already planned by the Jobs and Employment Services Department (JESD) rather than plan a job fair of their own. The same objective was achieved, specifically, the opportunity to secure unsubsidized employment and fostering collaboration with private sector employers.
- Objective 8.31 was deleted since it duplicates Objective 8.21.
- Goal 9 was rewritten to include all generations since the purpose of the Senior Affairs Commission Intergenerational Committee is to include all generations in their objectives.
- Objective 9.1 was completed by the Senior Affairs Commission Intergenerational Committee, in conjunction with the Long Term Care Planning Council, sponsored a one-day conference on October 18, 2002. The conference was held at the Inland Regional Center with 135 attendees. Due to the success of the conference, Riverside County and the Department of Children Services have delegated staff to serve on the Senior Affairs Commission's Intergenerational Committee for future collaborations.
- Objective 10.3 was completed by members of the Senior Affairs Commission Access Committee utilizing only public transportation to travel to Los Angeles and other areas in order to determine accessibility and to prepare a fact finder that was submitted to appropriate agencies.

- Objective 12.3 was updated since a flyer has been developed and approved by the Senior Affairs Commission Legislative Committee which will be sent to print services.
- Objective 13.1 was completed by contracts being competitively selected and implemented for the new Family Caregiver Support Program services in the County.

New objectives identified for the June 2003 Area Plan update are:

- Objective 2.4 was added to distribute information in pamphlets regarding food safety to seniors in the RCAs.
- Objective 3.6 was added to educate our community regarding home modifications to promote safety and ease lifestyles as our clients age and remain independent in their homes.
- Objective 7.5 was added to develop and implement written instructions for Regional Councils on Aging representatives to distribute relevant nutrition education information at senior centers county-wide.
- Objective 7.6 was added to distribute nutrition and fitness information to seniors attending the county-wide Senior Day.
- Objective 7.7 was added to design and implement nutrition training plans for the Seniors Affairs Commission and the nine senior nutrition providers.
- Objective 7.8 was added to design and implement nutrition training for the nine senior nutrition providers' management and line staff.
- Objective 7.9 was added to develop and implement a system which includes a designated representative from the Senior Affairs Commission Nutrition Committee to participate in administrative monitoring of nutrition providers.

- Objective 8.102 was added to continue to screen and place new applicants in the Senior Employment Program in order to maintain enrollment at or near our quota of 49 enrollees.
- Objective 8.103 was added to represent the Department of Aging and Adult Services on both the County and City Workforce Investment Boards as a means of networking and spreading the word on the Senior Employment Program. Staff responsible-SEP Coordinator.
- Objective 8.104 was added to place a Senior Employment Program Liaison at (each of) the One Stop Career Centers (also known locally as Employment Resource Centers) to provide services to seniors through this grassroots collaborative effort.
- Objective 9.2 was added in order to develop a community that supports the needs of all generations.
- Objective 9.3 was added in order to collaborate with various groups to provide information regarding intergenerational issues at Senior Day on September 18, 2003.
- Objective 9.4 was added in order to recruit additional members who are interested in all generations and to identify intergenerational issues that should be addressed by the Senior Affairs Commission Intergenerational Committee.
- Objective 10.4 was added to coordinate with multiple participants in order to display and provide publication education regarding programs and technology which facilitates access to opportunities and services for seniors and people with disabilities.
- Goal and Objective 14.1 were added to increase awareness of proper medication management by addressing issues of interactive affects of prescription and over-the-counter drugs as well as the correct disposal techniques of unused medications.

Changes to the Goals and Objectives

Goal Statement: 1-Transportation

Increase transportation for seniors and younger adults with disabilities.

- ~~1.1 By June 30, 2002, identify at least two geographic areas within the County of San Bernardino that could benefit from the delivery of transportation service, by the Transportation Reimbursement Escort Program (TREP). Staff Responsible-Staff Analyst/Senior Affairs Commission Members-Program Development~~

~~Status: DELETED AND MERGED WITH ACCESS 6/02.~~

Goal Statement 2-Health Care

To provide educational tools and resources that focus endeavors on reducing premature deaths and preserving independence for seniors and disabled adults.

OBJECTIVES:

2.1 — By ~~June 2002~~, in order to better equip the elderly and disabled adults in our County with the ability to receive improved medical care, the Senior Affairs Commission Health Committee will provide 9 SMART program outreaches in select community sites where seniors congregate. **Staff responsible will be Seniors Affairs Commission Health Committee and RCA members. Program Development.**

Status: COMPLETED. _____ 8/02.

2.2 By **December 2002**, in order to obtain a better perspective on the health needs of the elderly and disabled adults the Seniors Affairs Commission Health Committee in conjunction with the local Regional Councils on Aging will design health questionnaires and administer them to all In-Home Supportive Services recipients Countywide (approximately 9,000 questionnaires). Additionally, 1000 questionnaires will be distributed at Senior Centers and Congregate Meal sites throughout the County with data analysis beginning FY 2002/2003. **Staff responsible for the data collection and analysis will be Seniors Affairs Commission Health Committee, Staff Analyst and RCA members.**

Status Update: COMPLETED **6/03.**

2.3 By **July 2003**, distribute To Your Health, Food Safety for seniors to RCAs. **Staff Responsible-DAAS Nutritionist, Senior Affairs Commission Health Committee.**

Status Update: NEW **6/03.**

Goal Statement: 3-Housing

Maximize the utilization of all existing programs, resources, and services related to (1) the acquisition of affordable housing/shelter, (2) the repair/maintenance of housing, (3) ensuring that homeowner's and renter's legal rights are maintained, and (4) ensuring that homeowners have the option of utilizing equity in their property to meet their self-determined needs/goals.

OBJECTIVES:

- 3.1 By **June 2002**, determine locations/availability of low cost rental housing through surveying the Information and Assistance offices to determine service gaps and waiting lists and develop necessary working relationships with landlords/property managers by developing an MOU to work together with appropriate housing organization to develop more affordable housing solutions. **Staff Responsible-Staff Analyst/ Senior Affairs Commissioner-Coordination.**

Status: COMPLETED **8/02.**

- 3.2 By **September 2002**, create a Housing Resource Directory database that would include locations/availability of low cost senior housing, skilled nursing facilities, assisted living facilities, senior centers and homeless shelters. Also to be included in the database is funding sources for housing repair and maintenance. The Housing Resource Directory will be made available to all departmental staff. **Staff Responsible-Staff Analyst, DAAS Clerical Staff, Senior Affairs Commission Housing Committee.**

Status Update: PARTIALLY COMPLETED **6/03.**

- 3.3 By **March 2003**, Link the Housing Resource Database to department Internet Web Page for public accessibility. **Staff Responsible-Staff Analyst, Program Analyst.**

Status Update: COMPLETED **6/03.**

- 3.4 By **June 2003**, obtain current copies of the General Plan, Housing Element for each jurisdiction within San Bernardino County. Establish relationships with the creators of such plans and provide information to the creators pertaining to the special needs of seniors and disabled adults in regards to building and housing accommodations. Specifically, inform creators of local, state and federal laws governing the accommodations of seniors and disabled adults in relation to building design and construction. **Staff Responsible-Staff Analyst, Senior Affairs Commission Housing Committee.**

Status Update: IN PROGRESS.

- 3.5 By **June 2003**, determine eligible housing programs for the communities within our county and determine the functioning level of these programs within the communities. **Staff Responsible-Staff Analyst, Senior Affairs Commission Housing Committee.**

Status Update: IN PROGRESS.

- 3.6 By **June 30, 2004**, educate the community regarding home modifications that promote safety and can significantly ease lifestyles as our client's age and remain independent in their homes. **Staff Responsible-Staff Analyst, Senior Affairs Commission Housing Committee.**

Status Update: NEW

6/03.

Goal Statement 4-Aging and Adult Networks

Organize, integrate, and empower a single San Bernardino County Aging and Adult Services Network that will maximize existing resources and develop new resources through collaborative and cooperative efforts with public and private organizations aimed at augmenting services to elderly and dependent adults.

OBJECTIVES:

- ~~4.1 By January, 2002, develop an Aging and Adult Network consisting of the Directors of pertinent County departments, consumers who are senior and adults with disabilities, community agencies, service providers, advocates, private foundations, corporations and businesses who are willing to work to meet the needs of seniors and dependent adults and convene one meeting of the Network. Staff Responsible-Aging and Adult Network Officer and Director-Program Development~~
- ~~4.2 By June 2002, conduct one Adult Protective Services/Multi-Disciplinary Team conference with attendance in excess of 300 individuals in the West End of the County of San Bernardino focused on increasing access to all services for seniors and adults with disabilities. Staff Responsible-Aging and Adult Network Officer, Social Services Practitioner-Program Development~~

Status: DELETED

6/02.

Goal Statement: 5-Elder and Dependent Adult Abuse Reporting

Expand and enhance Adult Protective Services.

OBJECTIVES:

- 5.1 By **December 2002**, in order to more readily identify abuse of elderly and dependent adults the Department of Aging and Adult Services in conjunction with violence shelters will explore avenues for offering services to the older population and enter into agreements for shelter use throughout the County of San Bernardino. **Staff responsible-APS Program Specialist, Senior Affairs Commission Chair for the Senior Adult Abuse Prevention Committee-Program Development.**

Status: COMPLETED **8/02.**

- 5.2 By **December 2002**, in order to more readily identify abuse of elderly and dependent adults the Department of Aging and Adult Services in conjunction with violence shelters will explore avenues for offering services to the older population and enter into agreements for shelter use throughout the County of San Bernardino. **Staff responsible-APS Staff Analyst, Senior Affairs Commission Chair for the Senior Adult Abuse Prevention Committee-Program Development.**

Status Update: DELETED **6/03.**

Goal Statement: 6-Targeting

Remove barriers that hinder the full participation of low-income minority elderly in the services provided by the Department of Aging and Adult Services by targeting organizations that provide cultural, religious, and/or recreational activities.

OBJECTIVES:

- 6.0 By **December 30, 2003**, translate the Needs Assessment Instrument into Cambodian, Korean, Japanese, Vietnamese, and Chinese and conduct a targeted Needs Assessment within these communities. The findings will be published in the following fiscal year along with recommendations for action. **Staff responsible-Planner-Program Development.**

Status Update: DATE CHANGE **6/03.**

6.1 – numbered incorrectly in August 2002 report so 6.1 was eliminated.

6.2 By **June 2003**, provide at least 20 outreach, assessment and education sessions to the elderly living in remote locations throughout the County of San Bernardino using InfoVans and Information and Assistance staff. **Staff responsible-Staff Analyst.**

Status Update: IN PROGRESS.

Goal Statement: 7-Food and Nutrition

Provide adequate nutrition services to Senior Citizens and Adults with Disabilities.

OBJECTIVES:

7.1 By ~~January 2002~~, locate one Asian organization and determine funding options for this type of service and prepare a memorandum to the Director with a suggested action plan. **Program Specialist and Senior Affairs Commission Nutrition Committee chair, Program Development**

Status: COMPLETED **8/02.**

7.2 By **June 30, 2003** determine the best method to use in securing additional funding for the nutrition program and train the providers in securing those funds. **Staff responsible-Nutritionist and Senior Affairs Commission Nutrition Committee Chair, Program Development.**

Status Update: COMPLETED **6/03.**

7.3 By **June 2003** design, conduct and evaluate a countywide survey aimed at determining the value of nutritional services and formally prepare a report of the findings with recommendations for future actions. **Staff responsible-Staff Analyst and Nutrition Chair.**

Status Update: IN PROGRESS.

7.4 By **June 30, 2003**, prepare a cost to benefit analysis on converting to frozen meals for the larger providers of service and encourage them to take that direction. **Staff responsible-Nutritionist and Nutrition Chair-Program Development.**

Status Update: COMPLETED **6/03.**

- 7.5** By **June 2004**, develop and implement written instructions for the representatives of the Regional Council on Aging (RCA) on the bi-annual distribution of relevant nutrition education information at the senior centers in their respective cities. **Staff responsible - Nutritionist and Senior Affairs Commission Nutrition Committee Members.**

Status Update: NEW **6/03.**

- 7.6** By **September 30, 2003**, distribute nutrition and fitness information to the seniors attending the county-wide Senior Day. **Staff responsible - Nutritionist and Senior Affairs Commission Nutrition Committee Members.**

Status Update: NEW **6/03.**

- 7.7** By **June 2004**, design and implement nutrition training plan for senior representatives of the Seniors Affairs Commission and the nine Senior Nutrition Providers. **Staff responsible – Nutritionist.**

Status Update: NEW **6/03.**

- 7.8** By **June 2004**, design and implement nutrition training for the Senior Nutrition Providers' management and line staff. **Staff responsible – Nutritionist.**

Status Update: NEW **6/03.**

- 7.9** By **June 2004**, develop and implement a system that includes a designated representative from the Seniors Affairs Commission Nutrition Committee to participate with staff in the administrative monitoring of the nutrition providers. **Staff responsible - Supervising Program Specialist and Nutritionist.**

Status Update: NEW **6/03.**

Goal Statement: 8-Community-Based Services Programs & Other Programs

Fully integrate the state-funded Community Based Services Programs and operationalize the programs Countywide.

OBJECTIVES:

- 8.1 ~~By June 2002~~, Inland Agency (HICAP) will serve approximately 1000 Medicare-eligible seniors and adults with disabilities residing in San Bernardino County, enabling them to make informed decisions about their health care coverage. **Staff Responsible-Program Development, Contract Monitor.**

Status: COMPLETED **8/02.**

- 8.11 By **June 30, 2003** provide HICAP services to 750 seniors and complete at least 75 community education presentations to 2,500 seniors Countywide. **Staff responsible - Staff Analyst.**
- 8.11a By **June 30, 2004** provide HICAP services to 725 seniors and complete at least 50 community education presentations to 1,225 seniors Countywide. **Staff responsible - Staff Analyst.**

Status Update: IN PROGRESS.

- 8.2 ~~By June 30, 2002~~, **Developing** Aging Solutions with Heart (DASH) (ADCRC) will serve 45 seniors and their families with 11.5 hours of day care services per week or an average of 2 hours per day. **Staff Responsible-Program Development, Contract Monitor.**

Status: COMPLETED **8/02.**

- 8.21 By **June 30, 2003**, Developing Aging Solutions with Heart (DASH) will serve 50 seniors for a minimum of 3 days per week and at least 5 hours per day. **Staff responsible – Staff Analyst, Contract Monitor.**

Status Update: NOT STARTED AS OBJECTIVE IS IN THE FUTURE.

- 8.3 ~~By June 30, 2002~~, Community Hospital (ADCRC) will serve 45 seniors and their families annually, providing 11.5 hours of day care services per week or an average of 2 hours per day. **Staff Responsible-Program Development, Contract Monitor.**

Status: COMPLETED **8/02.**

- 8.31 By **June 30, 2003**, Developing Aging Solutions with Heart (DASH) will serve 50 seniors for a minimum of three (3) days per week and at least five (5) hours per day.

Status Update: DELETED – SAME as 8.21 **6/03**

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8.4 ~~By June 30, 2002~~, Staff from DAAS will provide at least five (5) hours of technical assistance to ADCRC staff to assist them in identifying additional funding in order to expand the services or to offer additional services to older potential clients. **Staff Responsible-Program Development, Contract Monitor.**

Status: COMPLETED 8/02.

8.41 **By June, 2003**, DAAS program unit will conduct a Request for Proposal for Linkages with an emphasis on securing a contractor to expand service to the high desert. **Staff Responsible-Program Development, Contract Monitor-Program Development.**

Status Update: COMPLETED 6/03.

8.5 **By June 30, 2002**, expand the Senior Companion Program into the Morongo Basin and serve 15 clients with 7,308 hours of companion services. **Staff Responsible-Program Development, Contract Monitor.**

Status Update: COMPLETED 6/03.

8.51 **By June 30, 2003**, finalize the expansion of the Senior Companion Program into the Morongo Basin and serve 19 clients with 19,000 hours of companion services. **Staff responsible – Program Development, Contract Monitor.**

Status Update: COMPLETED 6/03.

8.6 ~~By October 2002~~, have the MSSP program fully staffed and serving 115 clients in the Victorville area and surrounding communities. **Staff Responsible-Program Development, Contract Monitor.**

Status: COMPLETED 8/02.

8.61 **By June 30, 2003**, the MSSP program will service 375 clients throughout the County. **Staff responsible-Supervising Program Specialist, Site Director, and Staff Analyst.**

Status Update: NOT STARTED AS OBJECTIVE IS IN THE FUTURE

8.7 ~~By June 30, 2002~~, provide one Brown Bag Program in the West end and supply 258 bags of groceries to 150 elderly participants. **Staff Responsible-Program Specialist, Contract Monitor.**

Status: COMPLETED 8/02.

- 8.71** By **June 30, 2003**, provide one Brown Bag Program in the West end and supply 38,000 bags of groceries which constitute 100,000 pounds of food to 350 elderly participants. **Staff responsible-Program Specialist, Contract Monitor.**

Status Update: NOT STARTED AS OBJECTIVE IS IN THE FUTURE.

- ~~8.8 By June 30, 2002, provide Linkages Countywide to 100 clients. Staff responsible- Program Development, Contract Monitor.~~

~~**Status: COMPLETED** **8/02.**~~

- 8.81** By **June 30, 2003**, determine appropriate method for tracking program data; implement data gathering system; and report services to the State, utilizing database for Linkages. **Staff responsible – Program Development, Contract Monitor.**

Status Update: COMPLETED **6/03.**

- 8.82** By **June 30, 2003** provide Linkages to 225 clients. **Staff responsible-Staff Analyst.**

Status Update: IN PROGRESS.

- 8.9** By **June 30, 2002**, DAAS staff will attend any DAAS regional co-sponsored California Department of Aging (CDA) funded training in support of the Linkages Program. **Staff responsible- Program Development Unit, Contract Monitor.**

Status Update: NOT STARTED – TRAINING NOT OFFERED

- 8.91** By **June 30, 2003**, DAAS staff will attend CDA funded training in support of the Linkages Program. **Staff responsible-Program Development Unit, Contract Monitor.**

Status Update: NOT STARTED – TRAINING NOT OFFERED

- ~~8.10 By June 30, 2002, DAAS Senior Employment Program staff will conduct one Job Fair aimed at assisting older workers in securing gainful unsubsidized employment which fosters collaboration with the private sector employers. Staff responsible –Program Coordinator.~~

~~**Status: COMPLETED** **8/02.**~~

8.101 **By June 30, 2003**, DAAS Senior Employment Program staff will conduct one Job Fair aimed at assisting older workers in securing gainful unsubsidized employment which fosters collaboration with the private sector employers. **Staff responsible–Program Coordinator.**

Status Update: DELETED **6/03.**

8.102 By **June 30, 2005**, continue to screen and place new applicants in the Senior Employment Program (SEP) in order to maintain enrollment at or near our quota of 49 enrollees. **Staff Responsible: Team Approach: SEP Coordinator, Trainer/Job Developer and SEP Representatives.**

Status Update: NEW **6/03.**

8.103 By **June 30, 2005** continue to represent the Department of Aging and Adult Services on both the County and City Workforce Investment Boards as a means of networking and spreading the word on the Senior Employment Program (SEP). **Staff responsible-SEP Coordinator.**

Status Update: NEW **6/03.**

8.104 By **June 30, 2005** maintain a Senior Employment Program Liaison at (each of) the One Stop Career Centers (also known locally as Employment Resource Centers) to provide services to seniors through this grassroots collaborative effort. **Staff responsible-SEP Coordinator.**

Status Update: NEW **6/03.**

Goal Statement 9-Intergenerational Activities

To encourage interaction among all people of all ages to create a community that supports the needs of all generations.

OBJECTIVES:

- 9.1 By **October 2002**, in conjunction and collaboration with a local university, present a day long conference to address the importance of all generations joining hands in working together on the challenges and needs shared by all. Conference theme and topics to be presented have yet to be decided, but they would include the importance of volunteerism by all ages, from the youngest to the most elderly, regardless of school or work or how little spare time they think they have. We hope to have the cooperation and input of agencies that work with all age groups, such as schools, libraries and other community-based organizations that depend heavily on volunteers in order to serve the public. **Staff responsible-Staff Analyst, Senior Affairs Commission Intergenerational Chair-Program Development.**

Status Update: COMPLETED **6/03.**

- 9.2 By **June 30, 2004**, encourage interaction among people of all ages to create a community that supports the needs of all generations. **Staff responsible-Staff Analyst, Senior Affairs Commission Intergenerational Chair.**

Status Update: NEW **6/03.**

- 9.3 By **September 18, 2003**, collaborate with various groups to provide information about intergenerational issues at Senior Day, September 18, 2003. **Staff responsible-Staff Analyst, Senior Affairs Commission Intergenerational Chair.**

Status Update: NEW **6/03.**

- 9.4 By June 30, 2005, recruit additional members interested in all generations and identify intergenerational issues that should be addressed by the Senior Affairs Commission Intergenerational Committee. **Staff responsible-Staff Analyst, Senior Affairs Commission Intergenerational Chair.**

Status Update: NEW **6/03.**

Goal Statement 10-Access

To increase awareness, education and advocacy to improve all aspects of accessibility to services within the County of San Bernardino.

OBJECTIVES:

- 10.1 By **October, 2002**, in order to identify accessibility barriers which limit access to services by the elderly and disabled adults, the Department of Aging and Adult Services (in cooperation with the Senior Affairs Commission Access Committee) will distribute Access Barrier Forms to 50 social services organizations, health care providers and senior centers throughout the County. **Staff Analyst, Senior Information and Assistance, Area Representatives, Senior Affairs Commission-Coordination.**

Status Update: COMPLETED

6/03

- ~~10.2 By **October 2002** analyze data from the Access Barrier Identification forms and prepare a policy report to be submitted to the Director with appropriate actions identified. **Staff Analyst, Supervising Program Specialist-Coordination.**~~

~~Status: Deleted~~

~~8/02.~~

- 10.3 By **December 31, 2002**, Arrange with Omnitrans and Metrolink to transport the Senior Affairs Commission Access Committee to Los Angeles utilizing only public transportation to determine accessibility and prepare a fact finder to be submitted to the appropriate agencies identifying the problem areas. **Staff responsible-Staff Analyst, Seniors Affairs Commission Access Committee Chair-Coordination.**

Status Update: COMPLETED

6/03.

- 10.4 By **September 18, 2003**, coordinate with the Senior Affairs Commission Planning Committee for Senior Day 2003. This includes the Registrar of Voters, Rolling Start, Inc., and other community based organizations to develop a demonstration display to educate the public in the use of the new voting machine designed to facilitate voting for people with disabilities. The display will also provide public education about programs and technology which facilitate access to opportunities and services for seniors and people with disabilities. **Staff responsible-Staff Analyst, Senior Affairs Commission Access Committee.**

Status Update: NEW

6/03.

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Goal Statement 11-Ombudsman Services

To increase awareness, provide education and advocate on behalf of the residents of long-term care facilities to improve all aspects of their lives assisting them to lead lives of dignity and quality.

OBJECTIVES:

- 11.1 ~~By June 2002 in order to increase public awareness of the Ombudsman Program the DAAS program Coordinator will provide 12 community awareness presentations to various community organizations throughout the County of San Bernardino.~~ **Program Coordinator, Field Coordinator-Program Development.**

Status: COMPLETED 8/02.

- 11.2 By **June, 2003**, in order to increase public awareness of the Ombudsman Program, the DAAS program Coordinator will provide 12 community awareness presentations to various community organizations throughout the County of San Bernardino. **Program Coordinator, Field Coordinator.**

Status Update: Not started as objective is in the future.

Goal Statement 12-Legislative Advocacy

To increase awareness, and advocacy for Legislation supported by the California Senior Legislature and to gather recommendations from the aging arena in support of that directive.

OBJECTIVES:

- 12.1 ~~By June 30, 2002 in order to foster a proactive stance on pending and proposed legislation the Department of Aging and Adult Services will have in place a procedure by which Seniors and Adults with Disabilities throughout the County of San Bernardino can be made aware of pending legislation that may affect them and have the conduit for comments made available.~~ **Staff Analyst, Seniors Affairs Commission Chair of the Legislative Committee.**

Status: Deleted 8/02.

- 12.2 By **September 2001**, complete a letter writing campaign designed to notify the local Board of Supervisors, members of the State Legislature and members of the House of Congress due to the increased rates of utility bills and the adverse affects that these bills are having on the elderly and adults with disabilities particularly those on fixed incomes. **Staff responsible - Network Officer.**

Status: Deleted 8/02.

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- 12.3 By December 2002, develop an Informational Flyer announcing the WEB PORTAL for advocacy purposes and develop a procedure for distribution. **Staff Analyst, Seniors Affairs Commission Chair of the Legislative Committee.**

Status Update: UPDATED

6/03.

Goal Statement 13-Family Caregiver Support Program

To increase awareness of the need for caregiver services throughout the County of San Bernardino and provide supportive services to caregivers.

OBJECTIVES:

- 13.1: By **May 2002**, have contracts in place with competitively selected vendors to provide Family Caregiver Support Program services. **Staff Analyst I and Supervising Program Specialist.**

Status Update: COMPLETED.

- 13.2: By ~~October 2002~~ hire or place three additional Information and Assistance Staff and provide training for the Family Caregiver Support Program. ~~Staff Analyst I and Supervising Program Specialist.~~

Status: COMPLETED

8/02.

- 13.3 By ~~September 2002~~, secure three InfoVans and fully stock, train staff and implement the program in tandem with the Family Caregiver Support Program. ~~Staff Analyst, Staff Analyst-Coordination.~~

Status: COMPLETED

8/02.

- 13.4 By **June 2003** coordinate with Public Health, Children's Services, Environmental Health, Public Works, Veteran Affairs, and other community agencies to provide outreach and education at thirty-six locations throughout the County of San Bernardino. **Staff responsible-Staff Analyst, Coordination.**

Status Update: Not started as objective is in future.

Goal Statement 14-Medication Management

To increase awareness of proper medication management by addressing issues of interactive affects of prescription and over-the-counter drugs as well as the correct disposal techniques of unused medications.

14.1 By **June 2004** distribute and assist 300 seniors at Senior Centers complete Senior Medication Awareness and Training (SMART) cards and provide training regarding the appropriate use and disposal of medications. **Staff responsible-Supervising Program Specialist.**

Status Update: Not started as objective is in future.

San Bernardino County Area Agency on Aging

Planning and Service Area (PSA) 20

2002-2003 Area Plan Year End Report



Human Services System
Adult and Aging Services
686 E. Mill Street
San Bernardino, CA 92415-0640
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August 2003

Preface

The Area Agency on Aging (AAA) is responsible for addressing a broad spectrum of issues affecting older individuals, adults with disabilities, and their families and caregivers. This FY 2002-2003 Area Plan Year End Report (based on Area Plan 2001-2005) describes our collaborative efforts in developing home and community-based systems of care. Further, this Year End Report describes activities and key highlights of the accomplishments of our staff and the Senior Affairs Commission.

The 2001-2005 Area Plan, as well as this Area Plan Year End Report, are developed with the goals of the Older Californians Act which reiterates federal requirements to facilitate development of home and community-based systems of care and adds increased responsibility for the AAA to provide local oversight to a myriad of federal and state-funded programs previously managed at the state level.

Introduction

San Bernardino County's Department of Aging and Adult Services (DAAS) is a department of San Bernardino County's Human Services Systems. Our Director of Adult and Aging Services also serves as the designated AAA Director for Planning Service Area 20. We provide assistance to frail elderly adults and adults with disabilities over the age of 18. Services are provided by Aging and Adult Services staff in conjunction with contracts with community based organizations.

In addition to the services provided by the Area Agency on Aging (e.g. Congregate meals, home delivered meals, Health Insurance Counseling & Advocacy Programs, Linkages, Alzheimer's Day Care Resource Centers, Linkages Program, Multipurpose Senior Services Program (MSSP), Family Caregiver Support Services, Senior Employment Program, Ombudsman, and Senior Information and Assistance), we also provide:

- In-Home Support Services (IHSS), which provides services to eligible elderly and younger adults and children with disabilities who need assistance to live in their own homes.
- Adult Protective Services (APS), which receives reports of elderly and dependent adult abuse and provides social work investigation and follow-up case management.

Narrative of objective accomplishments

The aging of America presents many challenges, but it also offers many opportunities. Older Americans represent a great reservoir of talent, experience, and knowledge which can and is being used to better their local, county and State communities. Like other AAA's, PSA 20 is working to tap the rich resource of older Americans (e.g. professional skills, leadership, outreach, educational skills, etc.).

How do we respond to economic trials, uncertain State budgets, decreased staffing levels and age shift in the population commonly referred to as the "Graying of America"? It will depend to a large degree on how successful we are in assembling our resources and directing them toward developing a comprehensive system of care. A system that provides a wide range of services to seniors in need while ensuring choice, independence and quality, which are imperative if we are to move progressively in the coming years.

In 2000, 35.0 million people 65 years of age and over lived in the United States. This represents a 12 percent increase since 1990. Although the number of people 65 years and over increased between 1990 and 2000, their proportion of the total population dropped from 12.6 percent in 1990 to 12.4 percent in 2000. Further, in 2000, there were 18.4 million people ages 65 to 74 years old which represents 53 percent of the older population. The 75 to 84 year olds numbered 12.4 million and those over 85 numbered 4.2 million nation wide.

During the 1990s, the most rapid growth of the older population was in the oldest age groups. The 85 and older group increased by 38 percent during this time period. This increase in frail and elderly populations creates increased demand for services as well as increased challenges in meeting their needs.

San Bernardino is the largest county in geographic size in California, extending to the Nevada border in Southern California. One of every 11 people was 65 years or older, and one in 100 was 85 or older. One in five adults were 65+ or disabled.

In the last decade, San Bernardino County's total population grew at a faster pace than California, as did those 65+, but the growth of those 85+ was similar to California. In San Bernardino County one in every six people was eligible for Medi-Cal. One in every 71 persons in the county was 65+ and on Medi-Cal.

Of the 196,000 citizens over the age of 60 in San Bernardino County, 11,822 are estimated to be low-income minorities and another 18,903 are estimated to be living in rural settings. These demographics add to the challenges of serving our clients.

San Bernardino is one of 12 counties that provide Medi-Cal managed care services through the Two-Plan model, offering a choice between two health plans for families with children and others.

Despite reduction in administrative staff, this has been a year of great strides for DAAS.

- DAAS now has a full-time nutritionist on staff that has made tremendous progress in assisting our nine current nutrition providers meet Recommended Daily Allowances, meet food handling guidelines and reduce overall costs.
- Objective 2.2 was completed by development and utilization of a Needs Assessment to determine the medication problems of the elderly and disabled was designed, and conducted by the Senior Affairs Commission Health Committee.
- The due date for Objective 6.0 was changed to December 30, 2003 due to loss of staff and replacement of the Area Planner.
- Objectives 3.2 and 3.3 are partially completed with all local apartment rental housing information being entered into the San Bernardino County Health and Human Services System Intranet/Internet based Resource Directory.
- Objective 5.2 was deleted due to the position of Program Specialist being assigned to the Program Development Unit.
- Objective 7.2 was completed by the Nutrition Efficiency Committee (NEC), made up of DAAS staff, Board of Supervisors staff, Nutrition Providers and a member of the Senior Affairs Commission, making several recommendations. These included utilizing a program available at California State University San Bernardino (CSUSB) which utilized a grant database. One nutrition provider has utilized this

resource as well as a philanthropic publication which provides notable grant opportunities.

- Objective 7.4 was completed by a cost-benefit analysis, which outlined specific impacts to the three largest nutrition providers. This cost-benefit analysis provided specific information for conversion to a frozen meal instead of a hot daily delivered alternative. Three of the largest nutrition providers have proposed conversion plans for their homebound meal programs.
- Objective 8.41 was completed by a Request for Proposal and the awarding of purchase orders and contracts to vendors to provide services in the Linkages program.
- Objectives 8.5 and 8.51 were completed by the expansion of the Senior Companion Program into the Morongo Basin. The total companions enrolled are 20. Together, they provide 19,000 hours of companion services.
- Objective 8.81 was completed by all Linkages clients being entered into DAAS's client tracking system, allowing demographics and service data to be reported electronically to State.
- Objective 8.101 was deleted because the Senior Employment Program (SEP) program opted to participate in four (4) Regional Job Fairs already planned by the Jobs and Employment Services Department (JESD) rather than plan a job fair of their own. The same objective was achieved, specifically, the opportunity to secure unsubsidized employment and fostering collaboration with private sector employers.
- Objectives 8.102, 8.103 and 8.104 accomplished: 48 SEP enrollees, the SEP program Coordinator attending quarterly meetings of the City Workforce Investment Board (WIA) and monthly meetings of the counties' workforce Investment Board and monthly meetings of the WIA One Stop Oversight Committee and, finally, there are currently SEP liaisons at each Employment Resource Center countywide.
- Objective 8.31 was deleted since it duplicates Objective 8.21.

- Goal 9 was rewritten to include all generations since the purpose of the Senior Affairs Commission Intergenerational Committee is to include all generations in their objectives.
- Objective 9.1 was completed by the Senior Affairs Commission Intergenerational Committee, in conjunction with the Long Term Care Planning Council, sponsored a one-day conference on October 18, 2002. The conference was held at the Inland Regional Center with 135 attendees. Due to the success of the conference, Riverside County and the Department of Children Services have delegated staff to serve on the Senior Affairs Commission's Intergenerational Committee for future collaborations.
- Objective 10.3 was completed by members of the Senior Affairs Commission Access Committee utilizing only public transportation to travel to Los Angeles and other areas in order to determine accessibility and to prepare a fact finder that was submitted to appropriate agencies.
- Objective 12.3 was updated since a flyer is being developed and will be approved by the Senior Affairs Commission Legislative Committee.
- Objective 13.1 was completed by contracts being competitively selected and implemented for the new Family Caregiver Support Program services in the County.

FY 2002-2003 Highlights

The **Senior Employment Program** (SEP) has exceeded state and national performance standards each year during this three-year reporting period. Each year the project has enrolled over 200 low-income, previously unemployed seniors into on-the-job training experiences at government and non-profit agencies. The SEP Staff provided guidance in placing (47 last year/146 seniors placed over 3 year period) into unsubsidized jobs off the program thus opening up a spot for another senior in need to enroll. Last year, the SEP Staff collaborated with several agencies to graduate 17 seniors from a pilot project--accelerated Child Care Classes--resulting in the placement of 15 of the graduates in preschools throughout the county, which is a high demand occupation (*Objectives 8.101, 8.102, 8.103, 8.104*).

The Nutrition Efficiency Committee and DAAS's **nutritionist** decided to determine our seniors' perspective of the value of nutritional services. To accomplish this, the seniors that attend congregate sites were given a survey to determine the level of satisfaction with nutritional services. 2,000 surveys were distributed with 50% being returned. The overall response was positive.

However, the frozen meal program, as an alternative to delivering a daily hot meal to the homebound senior, was the highlight of this fiscal year. Although the Senior Affairs Commission was initially against the idea, they tried the meals and fell in love with them. Throughout the County, seniors had an opportunity to try the meals at various senior nutrition sites. Overall, they were very pleased with the product.

Presently, the frozen meals are served at the congregate and homebound seniors in Lucerne Valley. The homebound senior in Apple Valley, Adelanto, Barstow, Highland, Redlands, Yucaipa, and San Bernardino are presently receiving and enjoying the frozen meals. *Goal 7.*

The Seniors Affairs Commission **Access Committee** traveled to Los Angeles from San Bernardino using only public transportation. The Committee documented their experiences but has not fully addressed the access issues documented during this trip. Two members of the Senior Affairs Commission Access Committee are serving on the San Bernardino County ADA Committee. This Committee was established by the Board of Supervisors and is composed of County staff and community advisors. The purpose is to address access issues within County structures and programs. *Goal 10.*

In the **Family Caregiver Support Program**, DAAS added Direct Service categories of:

- Income Support/Material Aid. Income Support/Material consists of providing Food and Gasoline voucher to those in need, in addition to paying Rent and Utilities on an emergency basis. Approximately 25 caregivers were served during the fourth quarter of FY 2002-2003.
- Translation/Interpretation Services. This service will allow caregivers to utilize translators at medical appointments, performing banking, completing forms, etc.

In June 2003, DAAS developed an MOU with sister department - Department of Children Services to provide Respite for Grandparents and Relative Caregivers by

allowing the children they care for to attend summer camp. No caregivers were served in FY 02-03 as summer camp commences in July 2003.

These additional services will enable DAAS to serve over 44,000 caregivers countywide. *Goal 13.*

Our **Ombudsman** staff received and investigated 1,941 complaints from 1/2002 to 12/2002. They resolved 72% of those complaints. They provide services to over 12,000 residents countywide in 57 skilled nursing facilities; 270 residential care facilities for the elderly and 220 adult residential care facilities. *Goal 11.*

DAAS Ombudsman conducted 970 facility visits and performed 60 hours of training for facility staff. Further, they conducted 34 community education activities.

Finally, they assisted with 330 Advanced Directives and staff conducted 34 community education activities.

Our Ombudsman staff consists of 4 full-time, 5 part-time and 24 volunteers located in all regions of the County.

Other highlights, which are not unique objectives but enhance all are goals and objectives, as well as the delivery of our services and our collaborative efforts in developing home and community-based systems of care completion, are:

- ❖ DAAS submitted a resolution to the Board of Supervisors proclaiming May 2003 as Older Americans Month.
- ❖ DAAS developed an Internship program policies and procedures with four Universities to equip students to integrate classroom theories and obtain field experience in working with the aging populations.
- ❖ DAAS is collaborating with Cal-State University San Bernardino on a Geriatric Enrichment Project to infuse gerontological content and learning

experiences throughout the Masters in Social Work curriculum; and to assist with the development and enhancement of field placements.

- ❖ DAAS is collaborating with other County Departments and community based organizations to honor all seniors within this County for their noteworthy contributions with a day of free food, entertainment, town hall meeting, vendors, health screening, and an opportunity to meet elected officials. This event will occur in the fall of 2003. An agreement has been developed with Loma Linda University School of Pharmacy to provide medication management at this event. Staff are making public appearances to promote this event; coordinating publicity with Senior Information & Assistance staff and maintaining minutes from planning meetings.
- ❖ Staff worked with the Long Term Care Planning Council (LTCPC) (a networking and advocacy group made up of medical and social service professionals, consumers and volunteers from various organizations) by coordinate and producing agendas and minutes for monthly meetings; preparing relevant information for LTCPC members; and scheduled speakers for meetings.
- ❖ Staff conducted nine Olmstead community forums countywide to provide input to the State of California on the preparation of the Olmstead Plan.
- ❖ Staff attended Regional Council on Aging (seven non-profit groups organized to assist DAAS) meetings to share information regarding legislation, events affecting seniors.

- ❖ Staff is facilitating the production of a Senior Information & Assistance handbook.
- ❖ Staff developed a training program for all Adult and Aging staff on the Aging programs that will be held county wide in the summer of 2003.
- ❖ Staff developed an agreement with San Bernardino County Public Health Department to provide medication management as a component of their Aging clinics. This service will be provided at senior centers countywide.
- ❖ Staff assisted the rural community of Lucerne Valley in securing bus service for their community as well as neighboring communities to enable seniors to access medical care as well as other vital services.
- ❖ Pamphlets were procured in Spanish and English for the elder Abuse Prevention program regarding:
 1. Elder Abuse
 2. Controlling Anger
 3. Personal Hygiene
 4. Clean Home
 5. Depression.
- ❖ The Program Development Unit and Senior Affairs Commission are in the process of developing a Senior Affairs Commission handbook.
- ❖ DAAS accomplished **automating** the Linkages and Family Caregiver data reporting that is submitted to California Department of Aging.
- ❖ In **system automation**, due to sun setting of existing client tracking system, a new web based system was purchased in June 2003. This

system will allow for total automation of Napis and Community Based Service Program Reporting. Training will be held in July 2003.

- ❖ Over 10,000 unduplicated clients were served by DAAS's **Senior Information and Assistance** (SIA) staff throughout the county in 10 countywide office locations. Our SIA staff are certified by the Alliance of Information and Referral Systems (AIRS) as Information and Referral specialists. DAAS maintains memberships in the California Alliance of Information and Referral Services as well as AIRS.
- ❖ DAAS also held its annual Adult Protective Services/**Multi Disciplinary Team** conference on May 5, 2003. The theme of this year conference was "Enhancing the Quality of Life Through Integration of Health Services." The 260 conference attendees included doctors, attorneys, social workers, nurses, health care professionals, administrators and other professionals whose goal is to provide quality care to elderly and dependent adults. At least eight counties throughout the State were represented at the all day conference. DAAS was fortunate to have 14 presenters (who are experts in their respective fields) at no cost to DAAS. One of the highlights of the conference was when DAAS received a Letter of Commendation to Adult Protective Services/ Multi-Disciplinary Team in Recognition of Outstanding Community Service from the State of California Lieutenant Governor Cruz M. Bustamante's representative. The Letter of Commendation read, "I am delighted to commend those at Adult Protective Services/Multi-Disciplinary Team for your outstanding service to the community. Over the past 16 years, you have demonstrated

exceptional enthusiasm and dedication to serving others through your diligent efforts in organizing the Enhancing the Quality of Life through Integration annual seminars. You have set a wonderful example for all Californians and I wish you continued success in future endeavors.”

Program Development and Coordination accomplishments (PD&C)

On a quarterly basis, the Area Planner meets with Senior Affairs Commission committee chairpersons and staff to track progress on Area Plan goals and objectives. In preparation for this meeting, the Area Planner distributes tools for preparing updates to the progress of goals and objectives.

In preparation for implementation of frozen meals, staff traveled to San Francisco, Fresno and Hanford to visit the various vendor's frozen home-delivered meals program. From the data collected, a cost benefit analysis was prepared which became the core of the Nutrition Efficiency Committee Report that was presented to the San Bernardino County Board of Supervisors. A cost benefit, outlining the specific impacts to the three largest of the nutrition providers was prepared. This cost-benefit analysis provided specific information for conversion to a frozen meal instead of a hot daily delivered alternative. Three of the largest nutrition providers have proposed conversion plans for their homebound meal programs (*Objective 7.4*).

At this time a number of outreach, assessment and education sessions have been provided to the elderly living in remote locations. Senior Information and Assistance (SIA) staff and the InfoVans were a significant presence at a Health Fair in Needles, as well as at a Homeless Outreach Fair in Barstow. SIA staff has also utilized the InfoVans in Red Mountain and Trona at Senior Centers to reach rural senior populations (*Objective 13.3*).

During fiscal year 2001/2002, a Needs Assessment to determine the medication problems of the elderly and disabled was designed, and conducted by the Senior Affairs Commission Health Committee. The survey was aimed at

determining:

- Cost of medication,
- If the cost prohibited it's purchase
- Type of medication routinely taken, prescription or over-the-counter,
- Reaction to medication, and
- Vision related issues such as small print.

A total of one thousand, two hundred copies of the survey were distributed throughout the County of San Bernardino. One thousand and fifty-five surveys were returned. Of those respondents, 324 would be interested in attending a presentation about the safe use of medications. Other findings included:

- ❖ 537 pay for prescription medications
- ❖ 656 routinely take 4 or more prescription medications
- ❖ 257 take 4 or more over the counter medications
- ❖ 111 have had problems with their medications which caused them to be sick or hospitalized

Of those with vision impairments:

- ❖ 413 have trouble purchasing their medications
- ❖ 407 have trouble reading the labels
- ❖ 361 have trouble storing their medications
- ❖ 371 have trouble taking their medications

In light of the above findings, the committee recommended that the SMART RX program continue to be implemented throughout the county (*Objective 2.2*).

Data entry into the San Bernardino County Health and Human Services System (HSS) Intranet/Internet based Resource Directory of all low cost rental

housing identified in Objective 3.1 was completed. The information was keyed into the local HSS Resource Directory and other objective/milestones were accomplished as projected. As data has been entered it has been made available to all I & A staff, in addition to the general public. All DAAS staff was provided a "link" to the HSS Resource Directory (*Objective 3.1*).

The Nutrition Efficiency Committee (NEC), made up of DAAS staff, Board of Supervisors staff, Nutrition Providers and a member of the Senior Affairs Commission, made several recommendations. These included utilizing a program available at California State University San Bernardino (CSUSB). For a \$25 fee, a search would be performed on a grant database available only to universities. One Nutrition Provider has utilized this resource. That project has written a number of grant applications and, at this date, has received funding from one resource. DAAS continues to encourage those projects with non-profit status to avail themselves of this opportunity. The NEC further recommended that DAAS subscribe to a philanthropic publication and provide any notable opportunities to the nine nutrition projects. Again, the same provider noted above has made use of the information provided. DAAS will continue to provide any information gathered on grant opportunities to the providers at the Quarterly Nutrition Providers Meetings (*Objective 7.2*).

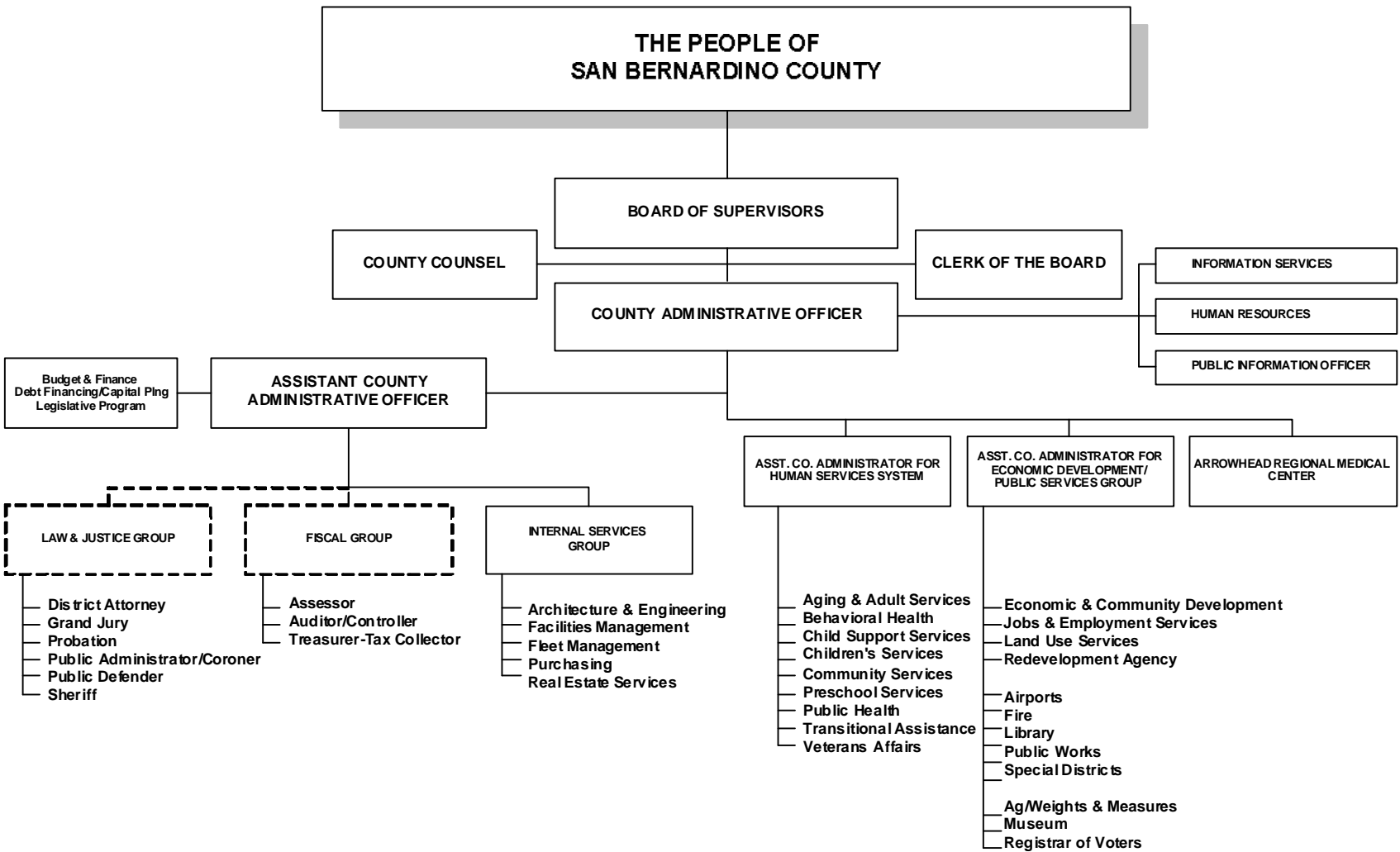
The Intergenerational Committee, in conjunction with the Long Term Care Planning Council sponsored a one-day conference on October 18, 2002. The conference was held at the Inland Regional Center with approximately 135 attendees. Cathy Cimbalo, Director of San Bernardino County's Department of Children Services welcomed the attendees to the conference. Donna Butts,

Executive Director of Generations United, spoke about Intergenerational Approaches: Purpose, Passion and Potential. The conference workshops focused on issues such as Teamwork, Coping with Violence at any Age, Developing Quality Intergenerational Programs, and Psychological Development of Aging.

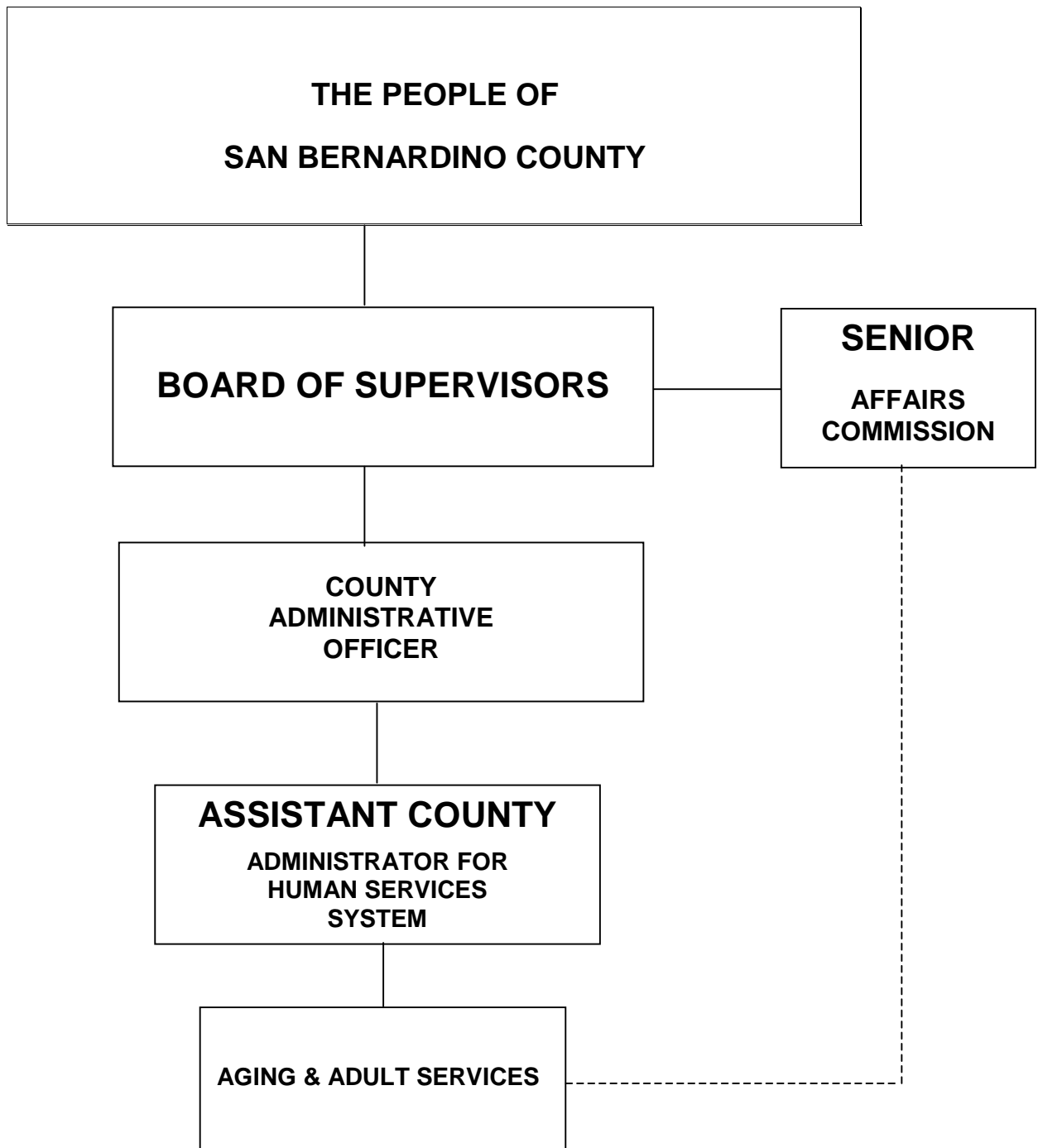
The conference was a success. Riverside County and the Department of Children Services have delegated staff to serve on the Senior Affairs Commission's Intergenerational Committee largely due to the success of the conference and the need to provide quality services to families (*Objective 9.1*).

COUNTY OVERVIEW

San Bernardino Organizational Chart



SAC Organizational Chart



Supervisory Districts and Cities

District 1

- The First District is the largest county supervisory district in the contiguous United States, encompassing approximately 18,000 square miles and most of the Mojave Desert.
- It is bordered in the northwest by Trona, the southwest by Adelanto, Twentynine Palms in the south, and Needles in the east.
- Other cities include Victorville, Barstow, Hesperia, Apple Valley, Lucerne Valley, and Yermo. [The redistricting prompted by the 2000 Census moved Wrightwood from the Second to First District, and moved Joshua Tree and a portion of the Twentynine Palms Marine Base from the First to the Third District.]

District 2

- The Second District makes up the northwest portion of the San Bernardino valley and mountains.
- It is bordered by Crestline in the east, Upland in the west, Fontana in the south, and Wrightwood, which bordered the north, was moved to the First District.
- Other cities include Rancho Cucamonga and Alta Loma.

District 3

- The Third District makes up the eastern and part of the central portion of the valley and mountain regions.
- It is bordered in the north by Lake Arrowhead, Loma Linda in the west, Yucaipa in the south, and Yucca Valley in the east.
- Other cities include Big Bear Lake, Highland, Joshua Tree, Redlands, Running Springs, Joshua Tree, and a portion of the Twentynine Palms Marine Base.

District 4

- The Fourth District makes up the southwest portion of the San Bernardino valley.
- Cities include Chino, Chino Hills, Montclair, and Ontario.

District 5

- The Fifth District makes up the central portion of the San Bernardino Valley.
 - Cities include Colton, Grand Terrace, Rialto, San Bernardino, and after redistricting, part of Fontana
-

San Bernardino County

Special Districts Department

Function	The Special Districts Department, under the direction of the Board of Supervisors, forms, manages, and administers Districts and County Service Area (CSA's) to meet the individual needs of communities and neighborhoods in the unincorporated areas of the County.
Districts and CSA's	These are separate legal entities authorized by California laws and formed by the County Board of Supervisors to provide municipal-type services, capital improvements and financial flexibility.
Services Provided	<p>Provision of one or all of the following services depends on community needs and financial feasibility:</p> <ul style="list-style-type: none">• Extended police protection.• Structural fire protection.• Local park, recreation, or parkway.• Extended library facilities and services.• Television translator station facilities• Low power television services.• Miscellaneous extended services, such as:<ul style="list-style-type: none">• Water services• Sewer services• Pest or rodent control• Street and highway sweeping• Street and highway lighting• Refuse/garbage collection• Ambulance service• Area planning• Soil conservation and drainage control• Animal control• Services provided by a Municipal Advisory Council• Transportation services• Geologic hazard abatement• Road maintenance• Open space and habitat conservation

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Special Districts Department, Continued

Formation

1. Property owners may request formation of a district or CSA.
 2. The Special Districts Department with the aid of other County departments performs a feasibility study.
 3. The Board of Supervisors gives final approval of the district or CSA at a public hearing.
- The process can take three months to one year to complete.

Funding

- Various forms of financial mechanisms can be used to fund services, such as fees, special taxes, assessments, and so forth.
- Before a new funding source is implemented, it must receive approval from property owners.
- All funding is generated through the districts or CSA.
- No County general funds are used or available.

Further Information

Special Districts Department staff is available to answer questions, attend community meetings, and assist in the preparation of necessary documents.

San Bernardino County Special Districts Department
157 West Fifth Street, 2nd Floor
San Bernardino, CA 92415-0450
(909) 387-5940

Internet: <http://www.specialdistricts.org>

ADDITIONAL INFORMATION

California Public Records Act

Accessing the California Public Records Act

The California Public Records Act can be found in the California Government Code, Sections 6250-6270. It can be accessed on the Internet at <http://www.leginfo.ca.gov/calaw.html>. Click the box for Government Code, scroll down and type 6250-6270 (or Public Records Act) in the blank field provided, and click search. This will take you to a list of various sections. Click the section that has 6250-6270.

When printed, Sections 6250-6270 of the Act total twenty-seven (27) pages. Therefore, the information that follows is an overview that highlights some of the more pertinent parts. To view the entire Act, follow the instructions in the previous paragraph to access it on the Internet.

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California Public Records Act, Continued

Overview

- Access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in the state.
 - Local agencies include Commissions of a county.
 - Public records include any writing containing information prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics.
 - Writing covers any handwriting, typing, printing, photographing, photocopying, email or fax, and any other means of recording, including letters, words, pictures, sounds, or symbols.
 - Records are open to inspection at all times during the office hours of the state or local agency.
 - Assistance is given to a member of the public who requests a public record by the agency to which the request is made to obtain the record.
 - Information regarding persons paid by the state to provide in-home supportive services shall not be subject to public disclosure, except, upon request, to an exclusive bargaining agent or labor organization for the sole purpose of employee organizing, representation, and assistance activities of the labor organization.
 - Public records that are in an electronic format shall be made in that format when requested, and the requester shall bear the cost of producing copies of the records.
 - Section 6254, with the exception of 6254.7 (air pollution, building or housing violations, non-patented trade secrets) and 6254.13 (test questions or materials provided by the State Department of Education requested by the Legislature or Governor), lists all the records that are not subject to disclosure.
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Ralph M. Brown Act

Accessing the Ralph M. Brown Act

The Ralph M. Brown Act (also known as the Brown Act) can be found in the California Government Code, Sections 54950-54963. It can be accessed on the Internet at <http://www.leginfo.ca.gov/calaw.html>. Click the box for the Government Code, scroll down and type 54950-54963 (or The Brown Act) in the blank field provided, and click search. This will take you to a list of various sections. Click the section that has 54950-54963.

When printed, Sections 54950-54963 of the Act total twenty-nine (29) pages. Therefore, the information that follows is an overview that highlights some of the more pertinent parts. To view the entire Act, follow the instructions in the previous paragraph to access it on the Internet.

Continued on next page

Ralph M. Brown Act, Continued

Overview

- Actions taken and deliberations conducted by public commissions, boards and councils, and other public agencies will be done so openly.
 - “Legislative body” includes commissions of a local agency.
 - “Meeting” includes any congregation of a majority of the members of the legislative body at the same time and place to hear, discuss, or deliberate upon any item within the subject matter jurisdiction of the body or the local agency to which it pertains.
 - All such meetings shall be open and public and shall meet the protections and prohibitions of the Americans with Disabilities Act.
 - Members of the public are not required to register to attend such meetings, unless they do so voluntarily on an attendance document that clearly states that option.
 - Persons attending such meetings have the right to record the proceedings by audio or video, unless it was found to cause persistent disruption of the proceedings.
 - Agendas shall be posted at least 72 hours before a regular meeting.
 - Closed session items are to be described in the agenda.
 - If requested, copies of agendas or documents in an agenda packet shall be provided in an appropriate alternative format to persons with a disability, as required by the Americans with Disabilities Act.
 - No action or discussion shall be undertaken on any item not appearing on the posted agenda, except for responses to statements made or questions asked by a member of the public attending the meeting.
 - Notice of a special meeting shall be received at least 24 hours before the time of the meeting, specifying the time, place, and business to be discussed.
 - Unless otherwise exempted, records of public meetings are disclosable.
 - Each member of a legislative body who attends a meeting of that legislative body where action is taken in violation of any provision of the Brown Act, and where the member intends to knowingly deprive the public of information to which it is entitled is guilty of a misdemeanor (Section 54959).
 - Confidential information acquired in a closed session may not be disclosed to a person not entitled to receive it, unless the legislative body authorized disclosure of that confidential information.
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DEPARTMENT ACRONYM GLOSSARY

AAA - Area Agency on Aging	CSL - California Senior Legislature
AAC - Adult Advocacy Council	CURFFL - California Uniform Retail Food Facilities Law
AARP - American Association of Retired Persons	CWD - County Welfare Department
AB - Assembly Bill	CWDA - County Welfare Director's Association
ACIN - All County information Notice	CWS - Child Welfare Services
ACL - All County Letter	DA - District Attorney
ADA - Am. W/Disabilities Act/Am. Diabetic Association	DAAS - Department of Aging and Adult Services
ADCRC - Alzheimer's Day Care Resource Center	DBH - Department of Behavioral Health
ADHC - Adult Day Health Care	DCS - Department of Children's Services
AIRS - Alliance of Information and Referral Systems	DD - Deputy Director
ALJ - Administration Adjudication Law Judge	DHS - Department of Health Services
AOA - Administration on Aging	DOJ - Department of Justice
APS - Adult Protective Services	EAP - Education Assistance Proposal
ARF - Adult Residential Facility	EBB - Electronic Bulletin Board
ASD - Administrative Services Division	ECD - Economic and Community Development
BCP - Budget Change Proposal	EDD - Employment Development Department
BOS - Board of Supervisors	EDS - Electronic Data Systems
BSW - Bachelor of Social Work	EHaP - Employee Health and Production
BWE - Blind Work Expenses	EIC - Earned Income Credit
C4A - California Association of Area Agencies on Aging	EMACS - Employee Management & Compensation System
CAIRS - Calif. Alliance of Information & Referral Services	ER - Emergency Response or Emergency Room
CAL-ACT - Calif. Assoc. for Coordinated Transportation	EW - Eligibility Worker
CalWorks - Ca. Work Opportunities & Respon. to Kids	FAST - Financial Abuse Specialist Team
CAO - County Administrative Office	FBP - Fraud Prevention Bureau
CAPI - Cash Assistance Program for Immigrants	FCSP - Family Caregiver Support Program
CANDE - Calif. Assoc. of Nutrition Directors for Elderly	FTB - Franchise Tax Board
CARIS - Calif. Assistance Reference Information System	HACCP - Hazard Analysis Critical Control Point
CASE - Case for All-inclusive Service to the Elderly	HB - Home Bound
CASP - Comprehensive Annual Services Program	H/C or H/V - Home Call or Home Visit
CBSP - Community-Based Service Programs	HEAP - Home Energy Assistance Program
CCA - Coalition for Coordinated Advocacy	HEW - Department of Health, Education And Welfare
CCRC - Continuing Care Retirement Communities	HHS - Health and Human Services
CCLD - Community Care Licensing Division	HICAP - Health Insurance Counseling & Advocacy Prog.
CCOA - California Commission on Aging	HMO - Health Maintenance Organization
CDA - California Department of Aging	HOA - Household of Another
CDBG - Community Development Block Grant	HRD or HR - Human Resources Department
CDSS - California Department of Social Services	HSS - Human Services System
CFAP - California Food Assistance Program	LAR - Interim Assistance Reimbursement
CFILC - Calif. Foundation for Independent Living Centers	ICLS - Inland Counties Legal Services
CFL - County Fiscal Letter	ICMA - International City Managers Association
CFR - Code of Federal Regulation	ICRC - Inland Caregiver Resource Center
CHHSA - California Health &- Human Services Agency	IEVS - Income and Eligibility Verification System
CI - Central Intake	IFB - Invitation For Bid
CMIPS - Case Management, Info. & Payrolling System	IHSS - In-Home Supportive Services
COLA - Cost of Living Adjustments	INS - Immigration and Naturalization Services
CORF - Comprehensive Outpatient Rehab. Facility	IRC - Inland Regional Center
CPS - Child Protective Services	IRCA - Immigration Reform and Control Act
CRO - Community Relations Office	IRWE - Impairment Related Work Expenses
CSD - Community Services Department	ISD - Information Services Department
	ITSD - Information Technology & Support Division

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DEPARTMENT ACRONYM GLOSSARY, Continued

JESD - Jobs & Employment Services Department	SB - Senate Bill
RSDI - Retirement, Survivor's and Disability Insurance	SBCAAN - San Bernardino Co. Aging & Adult Network
LCSW - Licensed Clinical Social Worker	SBPEA - San Bernardino Public Employees Assn.
LTC – Long Term Care	SCAQMD – So. Coast Air Quality Mgmt. District
LTCIPP - Long Term Care Integrated Pilot Project	SCORE - Service Core of Retired Executives
LTCOP - Long Term Care Ombudsman Program	SEP - Senior Employment Program
MDAQMD - Mojave Desert Air Quality Mgmt. Dist.	SIA - Senior Information and Assistance
MDT - Multi-Disciplinary Team	SLIAG - State Legislation Impact Assistance Grants
MEDS - Medi-Cal Eligibility Data System	SLMD - Specified Low-income Medicare Beneficiary
MFT - Marriage & Family Therapist	SNF - Skilled Nursing facility
MOU - Memorandum of Understanding	SOC - Share of Cost or State of California
MOW - Meals on Wheels	SPC - Senior Program Corporation
MSSP - Multipurpose Senior Services Program	SROP - Standard Rate of Payment
MSW - Masters in Social Work	SS - Social Security
N4A - National Association of Area Agencies on Aging	SSA - Social Security Administration
NASW - National Association of Social Workers	SSBG - Social Services Block Grant
NAT - Needles Area Transit	SSC - Senior Services Counselor
NCOA - National Council on Aging	SSEAP - Social Services Education Assistance Proposal
NOA - Notice of Action	SSI - Supplemental Security Income
OAA - Older Americans Act	SSP - State Supplementary Prog. or Soc. Svc. Practitioner
OED - Organization and Employee Development	SSSP - Supervising Social Services Practitioner
OOA - Office on Aging	SSW - Supervising Social Worker
OR - Outreach or Operating room	SVP - Retired and Senior Volunteer Program
PARE - Personal Activity Record of Expenditures	SAC - Senior Affairs Commission
PC - Penal Code (PC 368 is Elder Abuse code section)	SADF – Seniors and Adults with Disabilities Foundation
PCSF - Personal Care Services Program	SANBAG - San Bernardino Assoc, Governments
PDD - Program Development Division	TACC - Triple A Council of California
PDR - Physicians Desk Reference	TAD - Transitional Assistance Department (Welfare Office)
PERC - Performance, Education and Resource Center	TANF -Temporary Aid for Needy Families)
PHD - Public Health Department	TLR - Time and Labor Reports (was T& A's)
PICLTC - Public Interest Center on Long Term Care	TQM - Total Quality Management
PM - Program Memo	TRS - Temporary Resident Status
PS - Protective Supervision	TSS - Tangible Support Services
PSA - Public Service Announcement or Planning Service Area	VA or DVA - Department of Veterans Affairs
PSD - Preschool Services Department	VNA - Visiting Nurses Association
PSE - Public Service Employee	VVTA - Victor Valley Transit Authority
Q&A - Questions and Answers	RFP - Request for Proposal
QMB - Qualified Medicare Beneficiary	WIC W & I - Welfare and Institutions Code
RCA - Regional Council on Aging	
RCFE - Residential Care Facility for the Elderly	
RCSAD - Regional Councils on Seniors & Adults with Disabilities	